

# Teaching Practice Action Plan

(Hot Sheet)

CF/E-33 New 1/16  
(optional)

This form is used to document goals developed with participants. Coaches complete the form and leave a copy with the teacher/provider. At the next visit, coach follows up on the goal and documents progress at the bottom.

1. Complete Coach's name.
2. Complete Teacher/Provider name.
3. Complete Date.
4. Complete Delegate/GO.
5. Complete Provider/Center.
6. Check the appropriate boxes for Funding and Program Model.
7. If teacher/provider chooses to develop a long term goal, document in identified area.
8. Identify the short term goal for the teacher/provider. Document in identified area.
9. Under steps to achieve this goal document the steps the teacher/provider will take to meet the short term goal.
10. If resources are needed, identify what they are for each step and document.
11. Under timeline, document a date in which the goal is expected to be completed. *Note: Completion of the goal may not always meet the timeline.*
12. At the next visit with the teacher/provider, review the goal and document the date on the Review Date line.
13. Determine progress made towards the goal.
  - a. If they feel they have reached their goal, check the box that says "I know I achieved this goal because:" and provide justification for why they feel they have reached their goal.
  - b. If they have made progress toward their goal but still need more time and don't need to change their steps to achieve the goal, check the box that says "I am making progress toward this goal and will keep implementing my action plan".
  - c. If they have not reached their goal, and changes need to be made to the goal or the steps to reach the goal, check the box that says "I need to change my plan to achieve this goal by revising the goal or changing the action steps."
    - i. If this box is checked, complete a new form with new goal and or updated steps to achieve the goal.