

#3

New Jersey Family Team Meetings Coaching
Skills Development Tool

Name of Coach: _____ Master Coach:
Dates of Observation:

As with the facilitator tool, this tool is meant for both self-reflection and feedback. Below are the anchors for effective coaching in the Family Team Meeting process. Column A is for assessment by the coach and Column B is for comments and observations by the Master coach, or Coach mentor. Additional summary remarks are to be entered at the end of the document.

Column A for Self Assessment by Coach using the following codes:

- 1. Needs immediate attention
- 2. Moving in the right direction
- 3. Where I want to be
- 4. Terrific Work

Column B for comments from Mentor Coach:

Competency	"A" Rating	"B" Comments on observed behavior, strengths, and suggestions.
1. Assures facilitator grounding in practice model for child and family team meetings:		
2. Models Preparation techniques in engagement, working agreement, and planning for the Child and Family Team Meeting:		
3. Provides opportunity for mutual reflection and feedback to facilitator on her/his preparation:		
4. Maintains communication and modeling behavior between preparation and meeting:		
5. Demonstrates effective preparation of team		

members between prep meeting with family and the meeting:		
6. Demonstrates effective preparation for meeting including provision of logistics:		
7. Demonstrates Effective Teaching Skills:		
8. Demonstrates effective planning facilitation:		
9. Demonstrates appropriate follow up:		
10. Provides opportunity for mutual reflection and feedback on meeting led by coach:		
11. Provides opportunity for mutual reflection and feedback to facilitator on her/his team meeting		

Strengths for Coaching demonstrated during observation period.

Developmental Next Steps to Continue Growth in Coaching Role: