**SABES Program Support PD Center**

**Educator Growth and Effectiveness (EGE) Model:**

**Sample Coaching Meeting Agenda**

This template is intended to help teachers and coaches plan their meeting time together. Teachers and coaches should adapt this agenda for their own purposes and style, but a clear agenda with focus and plans for next steps is necessary to keep on track. Some key concepts:

* EGE coaching meetings happen regularly, ideally monthly, or even more often if deemed feasible and beneficial.
* Meetings should have an agenda with a clear plan to avoid drifting to work that might feel timely in the moment, but is not relevant to the teachers’ EGE professional learning plan (PLP) or of long-lasting importance.

**Coaching Meeting Agenda Template**

1. **Check In**: General check-in focused on “what’s on your mind.”
2. **Discussion and Reflection on EGE Activities**: Intentional reflection on inter-meeting activities (and any resulting artifacts) and their relationship to the PLP, which might include:
	* Debriefing a lesson where a strategy was tried out and discussing evidence
	* Debriefing an (online) class observation or a recorded lesson
	* Discussing a challenge such as transferring instruction online
	* Reflecting on a PD activity attended or an article read

*Note*: Articulating what you have taken away from PD helps you remember what you’ve learned. But in addition, it prompts you to spend more time reflecting on the relevance of the PD to your own learning goals and to questions about applying the PD to your practice.

1. **Working Collaboratively**

Time for the coach and teacher to engage in real-time, collaborative activities such as:

* + Looking at student work together
	+ Discussing a standard or indicator
	+ Planning an observation
	+ Reviewing or developing a lesson plan
1. **Next Steps**

Determine and prioritize what’s next:

* What will get attention between now and the next meeting?
* What activities are planned?
* What support is needed?
* Confirm the date, time, and manner of meeting for the next session