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This sample page shows the basic structure of each guide.

The introduction is an overview of coaching principles.

The other sections support a specific topic.
# Action Plan template

**Targeted goal**

When developing an action plan consider:

- What is my focus or targeted goal?
- How will I know when I have achieved this goal?
- What resources and supports do I need from my coach or others?
- What specific steps can I take to meet the goal?

## Specific action steps

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<thead>
<tr>
<th>What will I do?</th>
<th>Support needed from coach</th>
<th>Additional resources needed</th>
<th>Date completed</th>
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### Potential Obstacles

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<th>Potential Solutions</th>
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This sample page shows a useful form for the coach to use with a coachee.
"TAKE-Back" information from self-directed learning

As the ECE or youth development professional completes each On Demand module, ask her to use the TAKE-Back form on page 26 to organize her thoughts about the content in the module and ideas that may lead to goals. You can use this as a discussion starter for your coaching session, or talk about the ideas in a group instruction session. To help her want to use the Conversation Helpers as prompts to start a conversation with families, and caregiving.

Resources to support practice

**Reflection activities**

Reflection activities are denoted by the “Reflection activity” heading and the icon. Many of these activities are introduced in the On Demand modules. Use them before or after the ECE and youth development professional views the modules to spark ideas and questions you want to ask during coaching sessions.

**Action ideas**

Action ideas are denoted by the heading “Action ideas” and the icon. The ideas may be actions that an early care and education professional can consider as goals or as part of an action plan. In some cases, they may become part of a focused observation. For example, an action idea could be implemented while a coach is observing.

**Videos**

Video clips further explore the topic under consideration. They are denoted by the “Video clip” heading and the icon. The clips come from Better Kid Care On Demand modules. Each clip is accompanied by a few questions or prompts designed for reflection, processing, and understanding. The coach has the flexibility to decide which clips or prompts to use to individualize the coaching process.

**Role-playing**

Some of the action ideas or reflection prompts can be used as a starting point for role-play for the coach and the professional. Role-playing is a good tool to use if the professional needs to practice conversations with parents, children, or co-workers. Items designated with the icon are recommended role-playing opportunities.
**Coaching topic:** Cultural identity

The first step in cultural awareness is to reflect on personal values and culture. This is an important step in the process to be able to understand and value the culture of others. Three tools are shared to help ECE and youth development professionals understand their own culture and explore their own cultural identity. Culture impacts almost all of what anyone says or does.

Discuss My Cultural Background (page 35) to emphasize that everyone has a culture that is a combination of personal and social identities. Continue the discussion with My Cultural Autobiography (page 36) or Pieces of You (page 37) to understand the impact of self-knowledge of personal aspects of culture, and on appreciation and understanding of diverse children and families in ECE and youth development programs.

**Reflection activity**

Think of a child you have worked with who comes from a different cultural background than your own. How did you learn more about that child's cultural background? What individualized supports did you provide that child? What would you change about your practice? Why?

**Action idea**

It can be a powerful exercise to invite all staff in a program to complete one of the handouts about cultural identity and then share results in a discussion group. Learning more about the ECE or youth development professionals you work with on a daily basis can lead to improved working relationships.
Coaching topic: Factors that influence behavior

Many factors affect the behavior of young children and youth. Knowing these helps professionals understand, support, and guide the children in their care.

At least five factors may influence behavior: developmental level, temperament, emotional regulation, environmental factors (for example, physical aspects of the setting), and cultural influences.

Video: Why Children Behave as They Do
Watch the video clip for an overview of factors that affect behavior. youtube/kOBef82fvrE

Video extensions
After the professional views the video clip, either alone, with a coach, or with a group of peers, encourage the professional(s) to reflect on the content with the following prompts:

• What factors affect the behavior of the children in your setting?
• Identify factors that you wish to know more about. Create a plan with your coach to gather information and resources in that area.