**Professional Development Reflection and Feedback**

**HS 1302.92 Training and professional development (c) (3), PBC Component 3: Reflection and Feedback Policy:** (3) At a minimum, provides opportunities for education staff not identified for intensive coaching through the process in paragraph (c)(1) of this section to receive other forms of research-based professional development aligned with program performance goals;

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| **Reflection # 1** | **Date of reflection:** |
| **Goal:** |  |
| **I have accomplished step(s) #**  **Notes:** | |  |  | | --- | --- | | **Step 1.** | * I didn’t use this step. * I use this step sometimes. * I use this step with all my families. | | **Step 2**. | * I didn’t use this step. * I use this step sometimes. * I use this step with all my families. | | **Step 3.** | * I didn’t use this step. * I use this step sometimes. * I use this step with all my families. | |
| **I am currently working on step #** |  |
| **What I have noticed about my progress:** |  |
| **Moving forward, I will focus on step #:** |  |

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| **Reflection Progress:**  (highlight one) | I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps. (See new Shared Goals and Action Plan)  I am making progress toward this goal and will keep implementing my action plan.  I have achieved this goal by meeting the criteria specified in the goal achievement statement(s). Furthermore, I am using this chosen practice with all my families. |

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| **I know I have achieved my goal because:**  (This will be filled out when coachee has achieved their goal) |  |
| **Notes/Goal adjustments:**  **Tips and adaptations:** |  |
| **Additional resources or supports requested:** |  |
| **Next Observation and/or Meeting Date and Time:**  If either party is unable to participate in the mutually acceptable date, both parties agree to inform each other as soon as possible and reschedule a mutually acceptable date at that time. |  |