



# Implementing PBC in Early Intervention Preparing for Coaching Checklist

Focus	Coaching Tasks	Progress Notes
<b>Coordinate planning with the program leadership team.</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clarify the coach's role and responsibilities.</li> <li><input type="checkbox"/> Align coaching efforts with program-wide goals for implementing the Pyramid Model.</li> <li><input type="checkbox"/> Identify communication and problem-solving strategies.</li> <li><input type="checkbox"/> Establish timelines for preparing staff for coaching, implementing coaching, and data collection.</li> </ul>	
<b>Identify your coaching caseload and design a realistic schedule</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine the number of early interventionists you will coach.</li> <li><input type="checkbox"/> Select coaching delivery methods (in-person, virtual, video) and formats (Individual, Group, Peer, or Mixed-Delivery).</li> <li><input type="checkbox"/> Plan for focused observations, debriefs, and documentation time.</li> </ul>	
<b>Review the data tools you'll use to assess strengths and needs</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Become familiar with the EIPPF</li> <li><input type="checkbox"/> Review the Early Intervention Implementation Checklists</li> <li><input type="checkbox"/> Practice using the coaching log and other documentation tools</li> </ul>	
<b>Begin developing the collaborative partnership</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to early interventionists who will be coached</li> <li><input type="checkbox"/> Schedule and conduct an introductory meeting</li> <li><input type="checkbox"/> Clarify your role as a coach and differentiate coaching from supervision</li> <li><input type="checkbox"/> Ask about preferred feedback and coaching strategies</li> </ul>	
<b>Work with early interventionists to complete the orientation to PBC</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share a coaching agreement and overview of the coaching cycle</li> <li><input type="checkbox"/> Provide materials on what to expect during focused observations and debriefs</li> <li><input type="checkbox"/> Offer space for questions, concerns, and preferences</li> </ul>	



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