

Form 1 Building on Success: Coaching

1 What do you actually observe the employee doing? Is the behavior really what you think it is, or are you irritated, generalizing, or judgmental? Document what you see.

2 What are your expectations for the employee? Have you made your expectations specific? Write down your expectations.

3 How can you coach the employee to be successful? Are there barriers that the employee has or perceives that keeps him from being successful? What are those barriers?

4 Can you think of solutions to eliminating those barriers?

5 What resources can you think of to give the employee to help her be successful? How will you support her? What will you do?

Form 2 Let's Hear from You

Name (Optional): _____

1 I first knew I would like it here when

2 The nicest thing a parent ever said to me was

3 I want to pull my hair out when

4 The most endearing moment I've ever experienced at the school was

5 My biggest struggle here has been

6 It's so helpful when

7 After reading the handbook, the thing(s) that stood out most in my mind was

8 If I could change one thing here, I'd change

9 If I could share something with someone else on her first day of work, I would tell her

10 I feel like I am wasting my time when

11 When I think about my classroom, the first thing that comes to mind is

12 I'm proud to work here because

Form 3 Staff Representative Form

Group:

Staff Representative's Name:

Date:

Our Appreciations, Thank-Yous, and "Good Things" Happening in the Program

Our Ideas, Questions, and Concerns

Ways to Implement Our Ideas and Deal with Our Concerns

Form 4 Communication Checklist

What I See Happening (Issue or Concern)

What I Want to See Happening (Job Expectation)

- Yes No **1** I have observed the situation and documented my findings.
- Yes No **2** I have consulted my supervisor.
- Yes No **3** I have determined there is an issue because it affects the children.
- Yes No **4** I have put the issue in writing.
- Yes No **5** I have set up a time and private place to speak with the employee.
- Yes No **6** I have prepared what I will say and have practiced before I meet with the employee.
- Yes No **7** I have written a list of ideas and resources to help the employee succeed and am prepared to give these to the employee.
- Yes No **8** I have identified a situation in which a person needs help, and I want to help that person.

Form 5

CENTER SCAVENGER HUNT

Look through the center to find and bring back an item that represents the following statements about your work and experience in the program:

- 1** I work at the center because . . .

- 2** The most amazing part of my job is . . .

- 3** The most demanding part of my job is . . .

- 4** The last six months have been . . .

- 5** Here's what I really want to change . . .