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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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**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.

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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 . . .

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