The Three Steps of the Coaching Cycle Applied To the Organizing Together Program

Step 1: Identify
1. The teacher gets a clear picture of the current reality.
   - The teacher and coach discuss organizational skills of students (e.g., students have disorganized desks, backpacks, lockers, fail to turn in assignments on time, do not manage their time effectively.)
2. The coach prompts the teacher to set a goal(s).
3. The teacher identifies teacher-focused goal(s) and student-focused goal(s).
   - See the Example Goal Sheet for the Organizing Together Program
4. The coach supplies information about programs available.
5. The teacher identifies the Organizing Together Program to meet the goals.

Step 2: Learn
1. The coach helps the teacher with logistics for using the program.
   - Setting up Student Folders
   - Deciding how to deal with printing
   - Setting up locations for printed materials and student folders
   - Identifying appropriate working partners
   - Creating an effective room arrangement
2. The teacher becomes familiar with each strategy and checklist.
3. The coach prompts the teacher to customize rationales, examples, and models.
4. The teacher sets a time to start implementing.
5. The coach offers demonstrations of how to teach a lesson.
6. The teacher chooses an approach to provide individual and partner feedback to students as they work together on organization.
7. The coach shares the checklists.
   - See the strategy and organization checklists
8. The teacher chooses an approach to assess organization.
9. The coach prompts the teacher to decide times to devote to student organization.

Step 3: Improve
1. The teacher implements the program with student(s).
2. The coach observes the teacher and checks student folders.
3. The teacher is videotaped while teaching, providing feedback to students, and assessing organization.
4. Data are gathered related to the identified goals.
5. Coach and teacher meet to discuss implementation and progress toward the goal(s).
6. The teacher makes modifications until the goal(s) are met.