Program Leader Check-in Meeting



Use this tool in a 1:1 setting between the Program Leader and site coach (Cluster Leader/Program Manager).

| **Agenda** | **Guiding questions for the site coach** | **Notes**  |
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| **Leadership Goal(s)**  | *Where do you feel successful? What did you do to make that happen?**Where do you need support to make progress with your leadership goal(s)?* |  |
| **Teacher Coaching Goal(s)**  | *Debrief after classroom visit.**How did you coach the teacher? What could you say to coach the teacher?**Where do you feel successful? What did you do to make that happen?**Where do you need support to make progress with your teacher coaching goal(s)?* |  |
| **Priorities for the Week** | *What will you focus on this week?* |  |
| **This Week Will Be Successful if…** | *What 3 things will make this week a success?* |  |
| **Key Updates** | *What else do you want me to know about the site?* |  |