

Step 7: Monitoring Results





What is Monitoring Results to Revise or Refine Team Goals?

Monitoring Results is the process teams use to analyze their own progress. This process allows teams to assess and evaluate their progress in meeting goals and determine the next steps to move the goals forward.

Why is Monitoring Results to Revise or Refine Team Goals important?

Consistent monitoring of team goals provides data to determine whether the action plan activities have been completed and whether the desired results have been reached. Monitoring data guides the team in determining what revisions and refinements may be needed.

How does a coach help the team develop the skills and competencies to function independently?

The coach models the monitoring process by helping the team create a timeline for progress reviews. Based on the results of the progress reviews, revision of goals may follow. Capacity is demonstrated as the team takes responsibility for data collection and analysis, and begins sharing results with the broader community.

Job Aid:

Monitoring Results to Revise or Refine the Goal

- This template helps teams track progress toward goal completion.

Resources and References:

Coaching for School Improvement: A Guide for Coaches and Their Supervisors

Karen Laba. Center on Innovation and Improvement. 2011. Section 4: Monitoring Coaching.

- This practical guide to school improvement coaching provides a variety of useful processes, tools and tips for coaches engaging in team capacity building.

Coaching for Capacity Building



MONITORING RESULTS TO REVISE OR REFINE THE GOALS

Directions: The chart and guiding questions below are used to monitor the progress of the goals and activities. Provide sufficient detail to describe how the activities are designed to achieve the anticipated changes and/or outcomes. Specify intervals for monitoring progress to allow for revision and/or refinement of the goals and activities. Use one chart per goal.

DISTRICT/SCHOOL:		TEAM LEADER:		
DATE:		COACH:		
GOAL:				
<p style="text-align: center;">Strategies</p> <p><i>Describe the activities to be implemented to achieve the desired outcomes.</i></p> <p><i>Provide sufficient detail regarding the purpose of each activity and how it will be implemented.</i></p>	<p style="text-align: center;">Timeline</p> <p><i>Is this activity on target for the time line identified for the start and implementation of the goal or outcome?</i></p>	<p style="text-align: center;">Person Responsible</p> <p><i>Who has primary responsibility/ leadership of this goal/outcome?</i></p>	<p style="text-align: center;">Monitoring Effectiveness</p> <p><i>What evidence will be collected to assess effectiveness? How often and by whom?</i></p>	<p style="text-align: center;">Revisions/Refinement</p> <p><i>What revisions and or refinements are needed to accomplish the goal/outcome?</i></p>