



**INSTRUCTIONAL
COACHING
GROUP**

CHECKLIST: CONTRACTING*

	✓
Welcome: Confirm meeting times	
Clarify roles: “My role is to help you think.” “This is your time.”	
Explain the impact cycle	
Discuss confidentiality—what you will and won’t share, with the only exceptions being legality or well-being of you or others	
Discuss dialogical approach: If I have some knowledge that I think might be helpful, would you like me to share it or would you prefer I keep my knowledge out of the conversation	
Discuss notetaking	
Discuss what a coaching conversation might feel like—silence only meant to give you time to think	
Acknowledge challenges of virtual conversation	
Ask about level of challenge	
Check whether the collaborating teacher has any questions and answer all questions	
Confirm how the teacher would like to get a clear picture of reality	

**based on Barr, M. (2020). Contracting in Education: A Vital Component of Coaching, Mentoring and Facilitation of Professional Learning. A think piece working paper. CollectivED [12], pages 74-78, Carnegie School of Education, Leeds Beckett University.*

