

Performance Coaching Quick-start

“Don't wish it was easier wish you were better. Don't wish for less problems wish for more skills. Don't wish for less challenge wish for more wisdom.” - Jim Rohn

Name: _____

Contact No.: _____

Coaching Group: _____

Leadership Update Tool

Short Form



HIGHPERFORMANCE
SCHOOLS

Name: Susan Smith Date: 17 October One Word Barometer: Rushed.

Stretch Goals In Focus: 1. 100% consistency with PBL 2. 100% green data on Pulse

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week	All cohorts using reading program	key deliverable on AIP	Showcase cohorts in staff meeting
		Above and below the line agreed to by staff.	Consistency for all staff.	Update data wall and discuss at mtgs.
	Next Week	All cohorts doing team profile	Increased sharing and engagement	Showcase in staff meetings.
		School art show	Parent and community engage	Check in with co-ordinator + support.
Challenges	Last Week	Behaviour spikes and PBL non-compliance	Teacher stress	Confirm protocols on data wall.
		Staff sickness and juggling workloads.	Long hours filling gaps.	Personal thanks and wellbeing reminder.
	Next Week	Workload, attendance and behaviour issues	Reduced facetime with teaching staff	Put up on data wall and update staff.
		ARD School Review visit	Increased stress on leadership team	Organise documents + preparation.

Work/Life & Wellbeing:



On Track	Off Track
Family Time	Sleep
Running	Screen Time
Painting	Snacking

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution
Staff wellbeing and workload.	Increased sick leave, long hours, personality clashes.	
Managing curriculum changes.	Poor assessment results it curriculum isn't aligned	
Conflict between middle leaders.	Teachers receiving mixed messages and feel stress	

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy
PBL Team	School-wide rollout delays.	Co-attend all PBL meetings.
Student Leaders (end of year cohort)	Confirm presentation for general assembly	meet with student leaders and run through slides
Deputy Principal	Finalise dev. plan	Schedule for end of week + complete pre-work.

Deep Dive Issues Register (Focus on longer term strategic issues)

Graduate Teacher onboarding and mentoring program
Staff shortages - coverage - impact on middle leaders.

Leadership Update Tool

Short Form



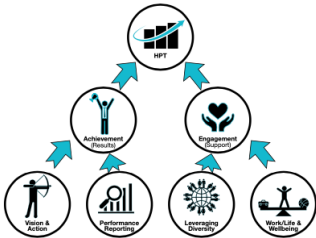
HIGHPERFORMANCE
SCHOOLS

Name: _____ Date: _____ One Word Barometer: _____

Stretch Goals In Focus: 1. _____ 2. _____

Leadership Successes and Challenges:

		Description	Impact	Action
Successes	Last Week			
	Next Week			
Challenges	Last Week			
	Next Week			



Work/Life & Wellbeing:

On Track	Off Track

Hot Issues (Focus on day-to-day leadership & operational issues)

Describe the Issue	Describe Impact / Risk	Action / Solution

Priority Relationships (Focus on relationships with key staff and stakeholders)

Name	Critical Issue	Forward Strategy

Deep Dive Issues Register (Focus on longer term strategic issues)

Item 1 (Inclusion)	Welcome <ul style="list-style-type: none"> Mission: (SUPPORT,ACCOUNTABILITY,GROWTH & LEARNING) Attitude (Learning Pit, Dig Deep/You Get Out Of It What You Put Into It) Chair/Moderator & Ground Rules (esp. Confidentiality) Warm Up <ul style="list-style-type: none"> One word Barometer & Level 2/3 Conversation Starter 	Chair All	4 mins
Item 2 (Support)	Individual Leadership Updates (4 x 3 min each) <ul style="list-style-type: none"> Each person shares a summary from their weekly update tool mainly focusing on “Leadership Successes” and “Leadership Challenges” sections (questions if time permits otherwise note in update tool need/leads etc.) 	All	12 mins
Item 3 (Proactive)	Hot Issues <ul style="list-style-type: none"> Step 1: Check for issues raised in updates and call for any final items – select top 3 – majority rule (2 min) Step 2: (3 x 7 mins) Top 3 issues discussed in 7 minute cycles (1 min explain, 1 min clarify, 4 min discuss and 1 min takeaways) 	All & Led by nominated individual	23 mins
Item 4 (Strategic)	PD Quick Share <ul style="list-style-type: none"> YouTube Clip / Artefacts Showcase / Data / Toolkit / Journal Article or Case Presentation (5min share / 5 min discussion) SENT OUT PRIOR IF POSSIBLE 	Sponsor (rotating)	10 mins
Item 5 (Accountable 1)	Priority Relationships In Focus – Forward Actions <ul style="list-style-type: none"> 2 minute updates on leadership activities focused on key relationships over next 30 days (4 x 2min each) 	All or nominated presenter	8 mins
Item 6 (Accountable 2)	Next Steps: Barometer & Takeaways Each Member Barometer, Takeaway Action & Satisfaction Score (1-10) Close: Moderator Feedback & Next Meeting Plan/Roles Moderator feedback: Next meeting date/time: Next Chair: Next Moderator: Next PD Quick Share Sponsor:	Chair & Moderator	3 mins

Ground Rules (Red Card/ Yellow Card- Visual/ Audible)

- 1. Openness & Trust-** Right to ‘off record’ speech with ‘on the record’ documented as formal feedback.
- 2. Balanced Debate** - Respecting both sides of the argument and allowing diversity of views.
- 3. Competency over Role** - Respecting the ‘value’ of the person’s opinion regardless of their ‘status’.
- 4. Issues over Personalities** - Staying ‘issues’ focused and not letting personalities overpower the agenda.
- 5. Accountable Actions & Clear Outcomes** -Being constructive in feedback and offering a solution focused
- 6. No Multi-tasking** – Exceptions Chair & Moderator Time Keeping & Live Note-Taker Only