

Partnership-Oriented Practices: Observation Checklist

Part 1: Developing an Initial Friendly Relationship (Beginning Ground)

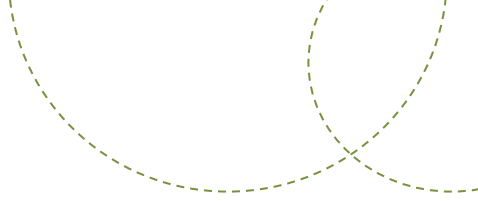
Enhanced Communication	Make a check mark in the box if you observe an example
1. Body language Using posture, eye contact, gestures and other non-verbal movements to show openness, interest and concern.	Circle Yes or No to indicate whether this occurs. YES NO
2. Encouraging and affirming Acknowledging the speaker through simple verbalizations.	
3. Asking open-ended questions about the people, places, and activities that seem important to the other person.	
4. Listening to the others' perspectives without sharing your own opinions first.	
Make notes about examples of enhanced communication you observed:	
High Expectations	
5. Asking families what they see as their child's strengths and sharing your observations.	
Make notes about examples of high expectations you observed:	

Make a check mark in the box if you observe an example

Respect	
Make notes about examples of respect you observed:	
Commitment	
6. Holding meetings at times and places suited to families' needs and availability whenever possible.	
Make notes about examples of commitment you observed:	
Equality	
7. Asking families' opinions about goals for the child.	
Make notes about examples of equality you observed:	
Advocacy	
8. Asking families how they have been involved in educational decision-making in the past.	
Make notes about examples of advocacy you observed:	

Part 2: Making Shared Decisions (Middle Ground)

	Make a check mark in the box if you observe an example
Enhanced Communication	
9. Incorporating into conversations with families references to stories and information that they have shared in the past to let them know that you have listened to them, and taking into consideration what they have shared with you.	
10. Sharing your opinions with families and seeking to find common ground.	
Clarifying and validating 11. Restating the main message and asking if your understanding of what has been said is correct.	
Make notes about examples of enhanced communication you observed:	
High Expectations	
12. Focusing on the child’s strengths and not just the child’s needs.	
13. Giving families information about research-based interventions that have been used to help children in similar circumstances succeed.	
Make notes about examples of high expectations you observed:	
Respect	
14. Asking families what is important to know about their culture, celebrations, and customs, and showing genuine interest.	
Make notes about examples of respect you observed:	



Commitment	Make a check mark in the box if you observe an example
15. When addressing behavior problems, exploring with the family mutual changes, both at home and at the program, to resolve the problem.	
Make notes about examples of commitment you observed:	
Equality	
16. Ensuring that families have adequate time to share strategies they are using before making any decisions.	
Make notes about examples of equality you observed:	
Advocacy	
Make notes about examples of advocacy you observed:	



Part 3: Addressing Challenging Issues (Firm Ground)

	<p>Make a check mark in the box if you observe an example</p>
Enhanced Communication	
17. When discussing challenging issues with families, encouraging them to share additional family stories that relate to the challenging issue.	
18. When dealing with challenging issues, seeking families' input on topics when there are substantial differences that need to be openly addressed.	
Building 19. Adding to the speaker's ideas to demonstrate that you value their input and that you have something to contribute.	<i>For this item, make a check in the box <u>each time</u> you observe an example.</i>
Make notes about examples of enhanced communication you observed:	
High Expectations	
20. When sharing difficult news, reminding families of the family's and child's strengths that will help the child through difficult times.	
21. Letting families know that that the timeline for reaching some of the anticipated goals will likely take longer than expected, but that you remain firm in your belief that their child will be able to be successful in the long-run.	
Make notes about examples of high expectations you observed:	
Respect	
22. Examining how cultural differences may be contributing to differences of opinion about the child's program, and discussing ways to find options that are responsive to families' cultural values.	
23. Being persistent about communicating with the family, even when they have not been responsive thus far.	

Make a check mark in the box if you observe an example

Make notes about examples of **respect** you observed:

Commitment	
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24. Demonstrating how disagreements or differences of opinion do not interfere with your commitment to the family and child.	
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Make notes about examples of **commitment** you observed:

Equality	
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25. Involving families in all decisions about their child (for example, the decision for referral for a comprehensive evaluation).	
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Make notes about examples of **equality** you observed:

Advocacy	
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26. Sharing with families local resources for developing advocacy skills, and pointing out the positive benefits of involvement.	
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Make notes about examples of **advocacy** you observed: