

Post-observation conference steps
<p><u>Introduction and Greeting</u></p> <ul style="list-style-type: none"> <li>Set the tone.</li> <li>Establish the length of the conference.</li> <li>Review the summary conference process.</li> </ul>
<p><u>Discussion: Guiding questions</u></p> <ul style="list-style-type: none"> <li>Do you feel you successfully achieved the lesson objective(s)? Why/why not?</li> <li>What data support your answer to the previous question?</li> <li>What do you feel worked well and what would you refine if you were to teach this lesson again to the same class?</li> <li>Based on student learning of your objectives, what are your next steps?</li> <li>As you reflect over this observation cycle, what ideas or insights are you discovering about your teaching?</li> </ul>
<p><u>Strengths</u></p> <ul style="list-style-type: none"> <li>Share strengths of the lesson and provide examples.</li> <li>Prompt the teacher to talk about one strength you want to reinforce. Elicit feedback to explain why the skill is critical to student learning.</li> </ul>
<p><u>Areas for Focus</u></p> <p>Share <b>three</b> areas for focus and provide examples from the observation.</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol> <p>Recommend actions to improve practice (e.g. training courses, peer observation, lesson modeling).</p>
<p><u>Closing</u></p> <p>Discuss next steps including professional development</p>