# Conference Discussion Guide

(Optional for the principal / evaluator to use in conducting the post-observation conference)

## Post-observation conference steps

### Introduction and Greeting
- Set the tone.
- Establish the length of the conference.
- Review the summary conference process.

### Discussion: Guiding questions
- Do you feel you successfully achieved the lesson objective(s)? Why/why not?
- What data support your answer to the previous question?
- What do you feel worked well and what would you refine if you were to teach this lesson again to the same class?
- Based on student learning of your objectives, what are your next steps?
- As you reflect over this observation cycle, what ideas or insights are you discovering about your teaching?

### Strengths
- Share strengths of the lesson and provide examples.
- Prompt the teacher to talk about one strength you want to reinforce. Elicit feedback to explain why the skill is critical to student learning.

### Areas for Focus
Share **three** areas for focus and provide examples from the observation.
1.
2.
3.

Recommend actions to improve practice (e.g. training courses, peer observation, lesson modeling).

### Closing
Discuss next steps including professional development.