

## Post-Observation Conference Tool

*(Optional – May be used to reflect on the lesson prior to the post observation conference )*

Teacher name: \_\_\_\_\_ Observation Date: \_\_\_\_\_  
Subject area \_\_\_\_\_  
School name: \_\_\_\_\_ Observed: \_\_\_\_\_  
Grade: \_\_\_\_\_ Lesson topic: \_\_\_\_\_

***Please provide brief answers (bullet points or narrative) to each question.***

1. Do you feel you successfully achieved the lesson objective(s)? Why/why not? What data support your answer to the previous question?
2. What do you feel worked well and what would you refine if you were to teach this lesson again to the same class?
3. Based on student learning of your objectives, what are your next steps?
4. As you reflect over this observation cycle, what ideas or insights are you discovering about your teaching? <i>(Think specifically about your Professional Development Plan.)</i>