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**POST CONFERENCE PLANNING FORM**

**Best Practices Schools**

Teacher Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade & Subject \_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

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| CONFERENCE INTRODUCTION/GREETING |
| * Greeting / Set the Tone
* Establish the length of the conference
* Review the Process

Purpose is to reflect on the lesson observed and to focus on best practice professional developmentWe will reflect on a strength of the lesson observed (area of reinforcement)We will then identify an area of refinement we want to strengthen, an area that could have extended student learning.* Ask a general question …..
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| REINFORCEMENT PLAN (Teacher’s Strength)Objective: |
| Questions for Teacher Reflection | Evidence from lesson that indicates strong support of student learning. [At least 3 examples] |
| REFINEMENT PLAN (Teacher’s Area of Growth)Objective: |
| Questions for Teacher Reflection | Evidence from lesson that indicates strong support of student learning. [At least 3 examples] |
| Actionable Feedback (What do you expect to see implemented as a result of this coaching session?0 | Notes |
| CLOSING |
| * Restate area of Reinforcement and Refinement
* Share Scores
* Sign Documentation
* Closing Statement
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