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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 development  We 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 ….. | |
| 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 | |