Post-Conference Template

Name:

Subject:

Date:

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 instructional best practices and student learning. We will reflect on a strength of the lesson observed (area of reinforcement). We will then identify an area of refinement to strengthen, an area that has the potential to significantly impact student learning.
- Ask a general question. (e.g., "Based on your student work analysis, how do you think the lesson went?")
- Analyze student work samples with the teacher to identify strengths.

REINFORCEMENT PLAN:

Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)*
By the end of the conference, the teacher will <insert "reflect on" or "explain" action verb> <insert indicator label and specific language from the descriptor of focus>.

Questions for Teacher Reflection: *(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*	Evidence from Lesson that indicates support of student learning *(at least 3 examples; can refer to specific work samples as well):*

Transition to Refinement Question: (e.g., *"Based on your analysis of student work, if you could change one aspect of this lesson, what would it be and why?"*)

REFINEMENT PLAN:

Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)*
By the next observation, the teacher will <insert action verb such as "develop and implement a plan" or "communicate"> <insert indicator label and specific language from the descriptor of focus>.

Questions for Teacher Reflection: *(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*	**Evidence from lesson that indicates support of student learning** *(at least 3 examples; can refer to specific work samples as well):*

Recommended Action: *(Suggest a clear and relevant way to improve in the refinement area that can be applied to essentially any lesson.):* In the next lesson, consider.......

Guided Practice: Think about an upcoming lesson. Describe how this recommended action might apply?

CLOSING

- Restate area of refinement and reinforcement
- *What's one positive you'll walk away with today?*
- Share ratings
- Sign documentation
- Closing statement