

Post-Conference Planning Sheet

TEACHER NAME: _____ GRADE & 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 best practice professional development
 - We will reflect on a strength of the lesson observed (area of reinforcement)
 - We will then identify an area of reinforcement we want to strengthen, and an area that could have extended student learning (area of refinement).
- ✓ Ask a General Question

REINFORCEMENT PLAN:

Objective:

Questions for Teacher Reflection:

Evidence from lesson that indicates strong support of student learning. (at least 3 examples)

REFINEMENT PLAN:

Objective:

Questions for Teacher Reflection:

Evidence from lesson that indicates needed support for student learning. (at least 3 examples)

SUPPORT PLAN

CLOSING

- ✓ Restate area of Refinement and Reinforcement
- ✓ Share Scores
- ✓ Sign Documentation
- ✓ Closing statement