

Pre-Conference Planning Sheet

TEACHER NAME: _____ GRADE & SUBJECT: _____

DATE: _____

CONFERENCE INTRODUCTION/GREETING

- ✓ Greeting / Set the Tone
- ✓ Establish the length of the conference (~10-20 minutes)
- ✓ Review the Process
 - Purpose is to give the observer an opportunity to get more context and begin collecting evidence about the upcoming lesson
 - We will think through together any issues that might impact the lesson. .
- ✓ Ask a general question

QUESTIONS ABOUT THE LESSON

CLOSING

- ✓ Summary of next steps (if needed)
- ✓ Confirm logistics for observation (when, where, where observer can sit)