

Scaffolding the Post-Observation Conference

Educator:

Principal / Supervisor	Information, analysis, goals				Educator
	Calibrating	Consulting	Collaborating	Coaching	

Phase	Agenda Items / Questions	Conference Notes
Activating & Engaging	<ol style="list-style-type: none"> 1. Welcome / Greeting 2. Overview of Conversation 3. Opening Reflection Question(s) <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> a. b. 4. <i>(SITUATIONAL)</i> Narrowing the Topic Question(s): <ol style="list-style-type: none"> a. 	
Exploring & Discovering	<ol style="list-style-type: none"> 5. Evidence-Based Success(es) <ol style="list-style-type: none"> a. Staff and/or Supervisor-Identified Identified Success(es): <ol style="list-style-type: none"> i. Questioning to Reinforce <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> 1. Evidence: 2. Context: 3. Implications: 6. Evidence-Based Opportunity(ies) <ol style="list-style-type: none"> a. Staff and/or Supervisor-Identified Opportunity(ies): <ol style="list-style-type: none"> i. Questioning to Dig Deeper <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> 1. Evidence: 2. Context: 3. Implications: 	
Organizing & Integrating	<ol style="list-style-type: none"> 7. Closing Reflection Questions <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> a. b. 8. Questioning/Resources/Dates for Next Steps <i>(For examples, see reverse side)</i> <ol style="list-style-type: none"> a. b. 9. Closing / Thanks 	

Sample Reflection Questions

Please Note: Examples below are presented as a guide and are not “all-inclusive”. Please feel free to create and utilize your own questions.

Opening Reflection Questions

- As you reflect upon the observation, what are some things that come to mind?
- Having read over the observation’s anecdotal notes, what thoughts do you have regarding the lesson?

Narrowing the Topic Questions

- What was particularly satisfying about this lesson?
- What were some specific concerns or “noticing” you had regarding this lesson?

Questioning to Reinforce – Evidence-Based Successes/Opportunities

- What portions of the lesson highlight *(the identified success/opportunity)*?
- What were some of the factors you considered when selecting *(specific strategy)*?
- What might be some of the factors that influenced what happened?
- Looking at the data and given this *(success/opportunity)*, what might be some of the reasons for this outcome?

Closing Reflection Questions

- What are some big ideas that you are taking away from our conference today?
- What might be some of the new connections or learnings from this conversation?

Next Steps Questions

- What are some of the goals you’re setting as a result of our conversation?
- What are some things that you are taking away from this experience that will influence your future practice?

Sample Lead-Ins for Custom Questions

As you reflect... ?

What are... ?

What do you envision... ?

How might you predict... ?