

## Post-Conference Planning Sheet

Name:

Grade/Subject:

Date:

CONFERENCE INTRODUCTION/GREETING	
<ul style="list-style-type: none"> <li>✓ Greeting / Set the Tone</li> <li>✓ Establish the length of the conference</li> <li>✓ Review the Process               <p>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)</p> <p>We will then identify an area of refinement we want to strengthen, an area that could have extended student learning.</p> </li> <li>✓ Ask a general question .....</li> </ul>	
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	
<ul style="list-style-type: none"> <li>✓ Restate area of Refinement and Reinforcement</li> <li>✓ Share Scores</li> <li>✓ Sign Documentation</li> <li>✓ Closing statement</li> </ul>	