



**POST CONFERENCE PLANNING FORM**  
**Best Practices Schools**

Teacher Name \_\_\_\_\_ Grade & Subject \_\_\_\_\_ Date \_\_\_\_\_

<b>CONFERENCE INTRODUCTION/GREETING</b>	
<ul style="list-style-type: none"> <li>✓ Greeting / Set the Tone</li> <li>✓ Establish the length of the conference</li> <li>✓ Review the Process</li> </ul> <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) We will then identify an area of refinement we want to strengthen, an area that could have extended student learning.</p> <ul style="list-style-type: none"> <li>✓ Ask a general question .....</li> </ul>	
<b>REINFORCEMENT PLAN (Teacher's Strength)</b>	
Questions for Teacher Reflection	Evidence from lesson that indicates strong support of student learning. [At least 3 examples]
<b>REFINEMENT PLAN (Teacher's Area of Growth)</b>	
Questions for Teacher Reflection	Evidence from lesson that indicates strong support of student learning. [At least 3 examples]
Actionable Feedback (What do you expect to see implemented as a result of this coaching session?)	
<b>CLOSING</b>	
<ul style="list-style-type: none"> <li>✓ Restate area of Reinforcement and Refinement</li> <li>✓ Share Scores</li> <li>✓ Sign Documentation</li> <li>✓ Closing Statement</li> </ul>	