



## Planning Conference

Mentor: \_\_\_\_\_ Protégé: \_\_\_\_\_

Title of Lesson: \_\_\_\_\_ Planning Conference      1      2      3

Content Goal and Standard: \_\_\_\_\_ Date: \_\_\_\_\_

1. What will be the goal of this lesson?
2. What strategies/steps will you use to achieve this goal?
3. What evidence will be necessary to demonstrate successful completion of the goal?
4. What will be the format of this lesson? (Circle One)
  - a. Direct Instruction (Lecture)
  - b. Facilitation (Cooperative, Inquiry Learning)
5. What element of the lesson would you like to be observed?
6. What student/teacher element would you like to be observed?
7. What difficulties might arise during the lesson?
8. Where will the observer sit?
9. Based on the above elements, what observation tool will be used?

Circle items needed or fill in here:

Seating Chart/Proximity Analysis  
 Class Name List  
 Verbal/Behavioral Checklist  
 Collaborative Log  
 Verbal Flow  
 Nametags

Copy of Lesson Plans  
 Portfolio  
 Copy of Management Procedures  
 Video/Audio Taping  
 Scripting/Free Writing



## Reflecting Conference Preparation

Given what you know about this teacher and his/her focus, to what do you want to draw attention?

How might you do that?

What questions might you pose?

What suggestions do you want to be ready to make?

List any additional resources used \_\_\_\_\_

\_\_\_\_\_

Protégé Name \_\_\_\_\_

Reflecting Conference Preparation

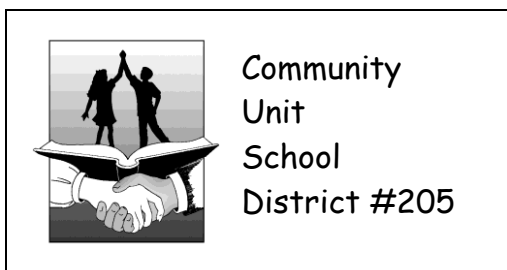
1

2

3

Mentor Name \_\_\_\_\_

Date \_\_\_\_\_



## Reflecting Conference Guide

Mentor \_\_\_\_\_

Protégé \_\_\_\_\_

Title of Lesson \_\_\_\_\_

Reflecting Conference 1 2 3

Content Goal and Standard \_\_\_\_\_

Date \_\_\_\_\_

What element(s) of the lesson went well and what data supports that?

What conclusions can you draw from this data?

How did you feel about your instructions of the lesson?

What difficulties do you think arose during the lesson?

Based on the above what will you change, if anything, for next time?

What are your next steps?