

Date: _____ School/Grade _____

Mentor _____ Teachers: _____

Planning Conference Form

Please note: These are guiding questions. You can 'pick and choose' which questions work best for you and your teachers.

1. Based on the professional development workshop you attended, what activities have you tried in your classroom? Explain.

2. What did you find most difficult about teaching the lesson you tried? Explain.

3. Based on your data, where do your students fall in their development of _____?
(e.g., phonological/phonemic awareness, phonics, spelling, text structure, oral language, etc.)

Develop a plan for the lesson (e.g., which students will be targeted? What data will be used to select? Describe the classroom instruction that will take place and select a lesson plan that will be used).

4. What do you think students will find difficult or confusing?

Reflection Conference

(Choose questions to guide your discussion)

1. As you reflect on the lesson, how do you feel it went?
2. What part of the lesson would you have changed? Why?
3. What did you see students doing that made you feel that way?
4. What personal knowledge did you gain from this experience?
5. As you plan future lessons, what insights have you developed that might be carried forth to the next lesson or other lessons?
6. As you think back over our conversation, what has this coaching session done for you? Was there something I did that was helpful for you to see? What assisted you? What could I do differently in future coaching sessions?

Identify some goals that you would like to accomplish in the future:

- 1.
- 2.
- 3.

Summary

What went well:

What to try next:

What to continue to do:

