

SIX STEPS FOR EFFECTIVE FEEDBACK:

Leading Post-Observation Face-to-Face Meetings

Leader Should Bring:	Teacher Should Bring:
<ul style="list-style-type: none"> • Laptop with Observation Tracker • One-Pager: Six Steps for Effective Feedback • Pre-planned script for the meeting (questions, obs evidence, etc) 	<ul style="list-style-type: none"> • Laptop & school calendar • Curriculum/unit plan, lesson plans, class materials, data/student work
1 Praise	<p>Praise—Narrative the positive:</p> <p>What to say: We set a goal last week of _____ and I noticed this week how [you met the goal] by [state concrete positive actions teacher took.]. What made you successful? How did it feel?</p>
2 Probe	<p>Probe—Start with a targeted question:</p> <p>What to say: What is the purpose of _____ [certain area of instruction]? What was your objective/goal for _____ [the activity, the lesson]?</p>
3 ID Problem & Action Step	<p>Progress to Concrete Action Step—Add scaffolding as needed:</p> <p>What to say: Level 1 (Teacher-driven)—Teacher self-identifies the problem: Yes. What, then, would be the best action step to address that problem?</p> <p>Level 2 (More support)—Ask scaffolded questions: How did your lesson try to meet this goal/objective?</p> <p>Level 3 (More leader guidance)—Present classroom data: Do you remember what happened in class when ____? [Teacher then IDs what happened] What did that do to the class/learning?</p> <p>Level 4—(Leader-driven; only when other levels fail) State the problem directly: [State what you observed and what action step will be needed to solve the problem.]</p>
4 Practice	<p>Practice—Role play/simulate how they could have improved current lesson:</p> <p>What to say: Let's try that. [Immediately jump into role play.] Let's re-play your lesson and try to apply this. I'm your student. I say/do _____. How do you respond? [Level 4: Model for the teacher, and then have them practice it.]</p>
5 Plan Ahead	<p>Plan Ahead—Design/revise upcoming lesson plans to implement this action:</p> <p>What to Say: Where would be a good place to implement this in your upcoming lessons? [Teacher works by self or follow these next steps]: Let's write out the steps into your [lesson plan, worksheet/activity, signage, etc.]</p>
6 Set Timeline for Follow-up	<p>Set Timeline for Follow-up:</p> <p>What to Say: When would be best to observe your implementation of this? Levels 3-4: I'll come in tomorrow and look for this technique.</p> <p>What to Do—Set Timeline for:</p> <ul style="list-style-type: none"> • Completed Materials: when teacher will complete revised lesson plan/materials. • Leader Observation: when you'll observe the teacher • (When valuable) Teacher Observes Master Teacher: when they'll observe master teacher implementing the action step • (When valuable) Video: when you'll tape teacher or master teacher to debrief in upcoming meeting

