

SIX STEPS FOR EFFECTIVE FEEDBACK:

Leading Post-Observation Face-to-Face Meetings

Leader 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) 		Teacher Should Bring: <ul style="list-style-type: none"> • Laptop & school calendar • Curriculum/unit plan, lesson plans, class materials, data/student work
1 Praise	Praise—Narrative the positive:	
	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?	
2 Probe	Probe—Start with a targeted question:	
	What to say: What is the purpose of _____ [certain area of instruction]? What was your objective/goal for _____ [the activity, the lesson]?	
3 ID Problem & Action Step	Progress to Concrete Action Step—Add scaffolding as needed:	
	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?	
	Level 2 (More support)—Ask scaffolded questions: How did your lesson try to meet this goal/objective?	
	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?	
	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.]	
4 Practice	Practice—Role play/simulate how they could have improved current lesson:	
	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.]	
5 Plan Ahead	Plan Ahead—Design/revise upcoming lesson plans to implement this action:	
	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.]	
6 Set Timeline for Follow-up	Set Timeline for Follow-up:	
	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.	
	What to Do—Set Timeline for: <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 	

