

NJPEPL Process Step 2: Post-Observation Conference

Directions:

1. Watch the simulation of a post-observation conference. While watching, take notes on the following components of the conference:
 - Evidence collected/submitted during the observation window
 - Progress toward Administrator Goals and PDP
 - Review of school and student data to inform any course corrections in established priorities
 - Actionable feedback presented verbally utilizing the five step feedback protocol:
 - Step 1: Praise: Narrating the positive
 - Step 2: Inquire: Start with a targeted question, adding scaffolding as needed
 - Step 3: Action Step: Use questions to lead to a bite-sized action step
 - Step 4: Plan Ahead: Design or revise plans to implement the action step
 - Step 5: Follow-up: Set a timeline for follow-up

Notes:

2. Discuss your findings with a partner (5min). Then, discuss your findings whole group (10min). Note the ways the conference meets NJPEPL process criteria and ways it might be improved.
