

Figure 8.5: Conferencing Template Utilizing Both Reinforcing and Developmental Feedback

Directions: Use the following steps to plan your conversations with teachers.

1. Set a tone for the conversation. For example, “I’m glad we had a chance to get together and talk about your professional growth goals.”
2. Overview the conversation or conference. For example, “Today, as we talk, I’d like you to share how things have been going for you in the last two weeks, what kinds of issues you have faced, and any questions you have for me. I will give you some places you can go to get your questions addressed. At the end of our conversation, we’ll set up another time to meet later in the month.”
3. Ask the coachee to outline his or her progress, situation, or question. For example, “Please take a few minutes to update me on your progress related to _____ over the last two weeks.”
4. Provide feedback, strategies, or ideas to help the coachee address his or her progress, situation, or question. For example, “As you look for information on _____, you may consider checking in with _____. If _____ can’t help you, ask _____ to give you some idea of who else may be able to provide you with the information.”
5. Check to make sure the coachee understands the feedback and has developed a plan to move forward regarding the question or situation posed in the meeting. For example, “What do you think are your next steps in finding out more about _____? What questions do you have about the process?”
6. Set a follow-up meeting date. For example, “Do you want to set a time to meet later in the month, or do you want to just contact me when you feel a need to meet?”

Source: Eller, J. F., & Eller, S. A. (2015). Score to soar: Moving teachers from evaluation to professional growth. Bloomington, IN: Solution Tree Press.