

Figure 4.2: Quick Feedback Conversation Guide

Teacher: _____ Date: _____

Focus area: _____

Evidence and Observations

- Key moments to discuss: _____
- Teacher response
 - Initial reaction: _____
 - Main concerns: _____
 - Ideas shared: _____
 - Quick check: ☐ Is open to feedback ☐ Has concerns ☐ Needs clarification ☐ Is ready for change
☐ Needs support ☐ Has implementation questions

Action Steps

- Next steps: _____
- Support needed: _____

Follow-Up

- Next meeting: _____
- Focus for the meeting: _____

Notes and Reminders

Check the key questions that worked.

- ☐ "What patterns do you notice?"
- ☐ "How might this work in your classroom?"
- ☐ "What support would help?"
- ☐ Other: _____

Remember the following.

- Listen more than talk.
- Watch body language.
- Allow think time.
- End with clear next steps.