

POST-OBSERVATION CONFERENCE DOCUMENTATION

This form is an essential part of the total observation process. These questions are designed to prompt the reflective process for the teacher once the observation is over. The teacher should complete the first three questions on this form prior to meeting with the observer to discuss the observation.

Did this lesson accomplish the goals you set in your plans? Why or why not?

What surprised you about this lesson/activity? Why?

What did you learn from this lesson that you used the next time you worked with this learner/group of learners?

To be Completed by the Observer: Please list any recommendations and/or comments noted about this observation.

Teacher Signature and Date: _____

Administrator Signature and Date: _____

Mentor Signature and Date (if applicable): _____