##### **Model Observation Protocol: Post-Conference Planning Form**

*This form is not required, but the feedback provided should cover all the components contained within.*

*Ideally occurs one to two days following the observation and last between 20-30 minutes*

*The conference may take place face-to-face, Skype, Facetime, Google Hangout, etc.*

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| **Observation Details** *Candidate may wish to submit a written reflection prior to the post-conference. See the Candidate Self-Reflection Form. If adding this step, plan to complete the analysis prior to reviewing the candidate self-reflection.*  |
| Date: |  | Time (start/end):  |  |
| Content Topic/Lesson Objective: |  |

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| **Refinement Area #1***(Areas for Improvement)* |

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 | 1.A.4: Well Structured Lessons |

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 | 2.B.1 Safe Learning Environment |
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 | 1.B.2: Adjustments to Practice |

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 | 2.D.2 High Expectations |
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 | 2.A.3: Meeting Diverse Needs |

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 | 4.A.1 Reflective Practice |
| Self-Reflection Question(s) to prompt candidate |  |
| Evidence from Observation | *Examples include:* * *Lesson Plan & Pre-Conference Planning Form*
* *Notes from Pre-Conference*
* *Observation Form that contains categorized evidence*
* *Candidate Self-Reflection Form (if required)*
 |
| Recommended Action  |  |
| Potential Resources/Guided Practice/Training to support |  |

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| **Refinement Area #2***(Areas for Improvement)* |

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 | 1.A.4: Well Structured Lessons |

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 | 2.B.1 Safe Learning Environment |
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 | 1.B.2: Adjustments to Practice |

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 | 2.D.2 High Expectations |
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 | 2.A.3: Meeting Diverse Needs |

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 | 4.A.1 Reflective Practice |
| Self-Reflection Question(s) to prompt candidate |  |
| Evidence from Observation |  |
| Recommended Action  |  |
| Potential Resources/Guided Practice/Training to support |  |

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| **Reinforcement Area #1***(Areas of strength)* |

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 | 1.A.4: Well Structured Lessons |

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 | 2.B.1 Safe Learning Environment |
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 | 1.B.2: Adjustments to Practice |

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 | 2.D.2 High Expectations |
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 | 2.A.3: Meeting Diverse Needs |

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 | 4.A.1 Reflective Practice |
| Evidence from Observation |  |
| Recommended Action  |  |

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| **Reinforcement Area #2***(Areas of strength)* |

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 | 1.A.4: Well Structured Lessons |

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 | 2.B.1 Safe Learning Environment |
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 | 1.B.2: Adjustments to Practice |

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 | 2.D.2 High Expectations |
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 | 2.A.3: Meeting Diverse Needs |

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 | 4.A.1 Reflective Practice |
| Evidence from Observation |  |
| Recommended Action  |  |

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| Upcoming Steps in the CAP Process |
| * Type of Next Observation:
* Focus of Next Observation:
* Date/topic of next three-way meeting:
* Other:
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