

# Mentor Teacher Post Conference Planning Guide

Mentor Teacher: \_\_\_\_\_ Mentee: \_\_\_\_\_

Date of observation: \_\_\_\_\_ Time of Day/Subject Area: \_\_\_\_\_

**Opening the meeting:** Relationship building statement: (Ex. "So, how did your open house go last night?")


**Purpose of the meeting and agreements:** (Ex. "During our pre-conference we agreed to look at Dimension 2, Element 1." Then using a data collection tool, you would record the observation of that element.)


**Positive statement:** What you can say to maintain or enhance a teacher's self-esteem and any behaviors he/she should consider maintaining (Ex. "I immediately noticed your positive energy when greeting your students. I feel strongly you should continue to greet students at the door and provide them with statements of acknowledgement.")


**Clarify and share data:** What specific details did I document on the performance indicators or CET data tools; document behaviors to increase or eliminate. (Ex. Identifying patterns like calling on students only in the front row)


*The two elements of developing a relationship of trust is to remain non evaluative in your statements and keep all information confidential.*

**Reflection and discussion:** What questions can you ask to spark reflection and explore ideas for improvement based on the data? (Depending on the teacher’s level of orientation, this is where you may ask if the teacher would like some suggestions or you may use a leading question that will allow the teacher to provide his or her own ideas for improvement. For example you may ask a teacher who is in survival mode a directive question such as, “If your materials had been ready at the beginning of the lesson, how do you feel it would have impacted immediate student engagement?”)


**Close of Meeting:**

What will you work on?	How will you get there?	How will you know you achieved it?

Close the meeting by providing a summary statement and provide the mentee with positive affirmation of their practice. (Ex. “Thank you for your courage in sharing your classroom and looking at how you can make improvement to your future lessons. I really enjoyed learning from you today and especially liked your bell work idea. I would love to use that with my students tomorrow.”)


Date/time of next meeting to discuss your work and achievements (listed above): \_\_\_\_\_

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