Coaching Conversation Guide

Purpose: Use this guide following a classroom observation to facilitate a reflective coaching conversation that promotes candidate growth. Encourage reflection, connect discussion to observation evidence, and collaboratively identify meaningful next steps.

Observation Information

Teacher Candidate: _____	Observer: _____
Date: _____	Grade/Subject: _____
Observation Focus: _____	

1. Set the Tone

- Thank the candidate.
- Reinforce growth.
- Establish a positive tone.

Opening Notes:

_____
_____
_____
_____
_____

2. Celebrate Strengths

- What are you most proud of?
- What evidence showed learning?
- Celebrate evidence-based strengths.

Strengths & Evidence:

_____
_____
_____
_____
_____

3. Reflect Together

- What surprised you?
- What evidence influenced decisions?
- How did students respond?
- Listen more than you talk.

Reflection Notes:

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_____
_____
_____
_____

4. Plan Next Steps

- Identify one or two goals.
- Determine support.
- Agree on next observation focus.

Action Plan:

_____
_____
_____
_____
_____

5. Close with Encouragement

- Recognize effort.
- Express confidence.
- Thank the candidate.

Closing Notes:

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_____
_____

Key Reminders

- Ask open-ended questions before offering solutions.
- Connect feedback to evidence.
- Focus on one or two growth areas.
- End with encouragement and a clear next step.