

Questions for the pre-observation conference:

- What is the main goal of your lesson?
- What do you expect the learners to be able to know and do by the end of your lesson?
- What strategies/ methods will you use to help the learners to reach these objectives?
- How will you assess whether the learners reached the objectives? In other words, how will they show that they know and can do what you expected of them?
- Ask the student what in particular they would like feedback on. Remind them that feedback you will be providing is an opportunity to share practice, collaborate productively, and reflect on best practices.

Post Lesson Conference

This takes place after the lesson observation (same day if possible). Find a quiet space to dialogue; create a warm, friendly and informal climate: Tone of voice, Body language, Eye contact. Begin with questions: “What went well in the lesson today?”; “What surprised you in the lesson today?”; “Which task really engaged the learners?”

As much as possible, we want student to develop the ability to self-reflect. Here are some post-observation reflection questions that may be helpful:

- Did the students achieve the aims set in your lesson plan?
- What worked well and why? What effect did these strategies have on the students?
- What did not work so well? Why? What was the effect on the students?
- What would you do differently if you were to do the lesson again? Why? What would be the potential effect on the students?
- In general what are your strengths?
- In general what are your targets for further development? (they may need your help here).

Strategies to facilitate positive mentor teacher/student feedback

- Reassure the student it will never be 100% initially. Beginning teachers aren't and cannot be experienced teachers.
- Signal your acceptance and encourage them to keep trying & don't give up!
- Encourage them to ask questions and address those questions in their reflection.
- Give signal that you trust and value their judgment.
- Believe they are capable!
- If at all possible, always end on a positive note!