

“6 Step” Feedback Guide for Post-Observation Coaching

Adapted from “Leverage Leadership”, Uncommon Schools, Paul Bambrick-Santoyo

Teacher’s Name	Grade	Subject
Observer/Facilitator	Date and Time	

Leader Should Bring:	Teacher Should Bring:
<ul style="list-style-type: none"> - Coaching Tracker (Excel) - Pre-planned script for the meeting (following Conversation Guide format) 	<ul style="list-style-type: none"> - Laptop, lesson plan, materials for lesson, data/student work (when appropriate)
	Praise – Narrate the positive
Step 1 PRAISE 1-2 minutes	
	Probe – Start with a targeted question
Step 2 PROBE 1-2 minutes	
	Polish Area and Action Step – Bite-sized Action Step and highest level (add scaffolding as needed)
Step 3 POLISH AREA and ACTION STEP 3-5 minutes	
	Practice – Role play/simulate how to improve current or future lesson/instructional delivery
Step 4 PRACTICE 5-8 minutes	
	Plan Ahead – Design/revise upcoming lesson plans to implement this action
Step 5 PLAN AHEAD 3-5 minutes	
	Prepare for Review – Set a timeline for follow-up to review implementation
Step 6 PREPARE FOR REVIEW 1-2 minutes	

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Step 1 PRAISE 1-2 minutes	Praise – Narrate the positive
	What to say: Last time we set a goal of _____ and I noticed in my most recent observation how you [met goal] by [state concrete positive actions teacher took]. What made you successful? How did it feel?
Step 2 PROBE 1-2 minutes	Probe – Start with a targeted question
	What to say: Choose a specific area of focus for TEAM Rubric/Goals/Previous Obs. How did you use _____ to increase students’ understanding and mastery of the lesson?
Step 3 POLISH AREA and ACTION STEP 3-5 minutes	Polish Area and Action Step – Bite-sized Action Step and highest level (add scaffolding as needed)
	What to say: Level 1 (Teacher-driven)—Teacher self-identifies the polish area/problem: Yes. What, then, would be the best action step to address that problem?
	Level 2 (More support)—Ask scaffolded questions: How did your actions attempt to _____ [choose purpose of focus area, Questioning, Feedback]?
	Level 3 (More leader guidance)—Present classroom data: Do you remember what happened in class when ____? [Teacher then IDs what happened] What did that do to the class/learning? [Show a video of the moment in class that is the issue, if possible]. What happened in this moment? [or the appropriate question to accompany the video]
	Level 4 (Leader-driven; only when other levels fail)—State the polish area/problem directly: [State what you observed and what action step will be needed to solve the problem.] [If you modeled in class] When I intervened, what did I do? [Show video of effective practice] What do you notice? How is this different than what you do in class?
Step 4 PRACTICE 5-8 minutes	Practice – Role play/simulate how to improve current or future lesson/instructional delivery
	What to say: Level 1: Let’s practice together. Do you want me to be the teacher or the student? Levels 2-4: Let’s try that. [Jump into role-play.] Let’s re-play your lesson and try to apply this. I’m your student. I say/do _____. How do you respond? [Level 4: Model for the teacher, and then have them practice it.]
Step 5 PLAN AHEAD 3-5 minutes	Plan Ahead – Design/revise upcoming lesson plans to implement this action
	What to say: Where would be a good place to implement this in your upcoming lessons? Let’s write out the steps into your [lesson plan, worksheet/activity, signage, etc.]
Step 6 PREPARE FOR REVIEW 1-2 minutes	Prepare for Review – Set a timeline for follow-up to review implementation
	What to say: When would be best to observe your implementation of this? Levels 3-4: I’ll come in tomorrow and look for this technique. What to Do—Set Timeline for: <ul style="list-style-type: none"> • Completed Materials: when teacher will complete revised lesson plan/materials • Leader Observation: when you’ll observe the teacher • (When valuable) Teacher Observes Master Teacher (Following Collegial Walk/Talk Protocol): when they’ll observe a teacher strongly implementing the action step • (When valuable) Video: when you’ll tape teacher to debrief in upcoming meeting

**Coaching Conversation should take between 15-25 minutes, depending upon time allotted

**Track applicable responses and action steps into the *Coaching Tracker* during and immediately following conversation