

Post-Formal Observation Conference Form

Date of Observation _____

Times of observation: From _____ To _____

1. *Review of the data collected by the observer (observation notes attached).*
2. Performance questions (answered by both the evaluator and unit member)
 - A. What does this data tell you?

 - B. What were the most successful elements of this lesson? (explain, referencing the data)

 - C. What were the least successful elements of this lesson? (explain, referencing the data)

 - D. What should the teacher do differently next time this lesson is taught?
3. Identification of potentially unsatisfactory elements, referenced to the CTEF.
4. Suggestions for improvement

Evaluatee*

Date Evaluator

Date

**Signature means unit member has received a copy of this form. It does not indicate agreement.*