Guide to Professional Conversation

(This form may be used during the Performance Review Summative Evaluation and/or Individual Professional Development Plan Review. It is to be used as a guideline only, not to be submitted.)

Evaluator:	**Teacher:**	**Date:**

Objective Questions (They are easy to answer. They get the facts and info. They relieve stress and invite active participants.)

What?

- ☐ What do you remember most vividly about…..?
- ☐ What were the key points you noted……?
- ☐ What did the students/you actually do during….?
- ☐ What did the students/you accomplish?
- ☐ What behaviors did you observe during…?
- ☐ How many different resources did you use in…?
- ☐ What research based strategies have you used?
- ☐ Are there supporting evidence that I should examine?
- ☐
- ☐

Reflective Questions (They elicit emotional response and personal reactions. They invite a deepened level of participation: think, feel, gauge.)

Then What?

- ☐ How do you feel "it" went?
- ☐ What was the most/least successful thing you noted?
- ☐ What seemed to really work (or not work)?
- ☐ As you look at the supporting evidence, what concerns/pleases you?
- ☐ As you reflect on the evidence on standards and criteria, what pleases/concerns you?
- ☐ What one thing that you did made you feel most effective?
- ☐ What was the exciting, surprising, or frustrating about…?
- ☐ What part of the…was/will be hardest/easiest?
- ☐ How did you feel as you were…?
- ☐ Where or when do you feel…had difficulty/will be difficult?
- ☐ Which activities do you think fostered high involvement?
- ☐
- ☐

Interpretive Questions (They invite sharing, and they building consciousness. They generate options and possibilities.)

So What?

- ☐ What did you learn about yourself through this experience?
- ☐ What things could you have done to increase…?
- ☐ What things could you have done to extinguish undesirable...?
- ☐ What are some examples of techniques and strategies that worked?
- ☐ What are things that you might have done in the beginning, middle or end of this…that would have enhanced the outcome?
- ☐ What do these results mean to you in terms of future planning?
- ☐ What other ways could you assess…?
- ☐ What insights have you gained about how you…?
- ☐
- ☐

Decisional Questions (They develop opinions that lead to future actions. They clarify expectations for improvement.)

Now What?

- ☐ What things will you do differently?
- ☐ What things will you do the same in future…?
- ☐ Which of your skills will you further develop?
- ☐ What things will you do to increase…?
- ☐ What things will you do to ensure future success and/or prevent future failure?
- ☐ What things will you do to sustain or extinguish…?
- ☐ What supports will you need to continue to work on those areas of concerns to you?
- ☐ What goals have you set for yourself that are related to our conversation?
- ☐
- ☐