

## Planning Conference Guide

**Mentor:**

**Beginning Teacher:**

**Title of Lesson:**

**Planning Conference 1 2 3**

**Content Goal and Standard:**

**Date:**

1. What will be the goal of this lesson?
2. What strategies/steps will you use to achieve this goal?
3. What evidence will be necessary to demonstrate successful completion of the goal?
4. What will be the format of this lesson? (Circle one)  
Direct Instruction (Lecture)                      Facilitation (Cooperative, Inquiry Learning)
5. What element of the lesson would you like to be observed?
6. What student/teacher element would you like to be observed?
7. What difficulties might arise during the lesson?
8. Where do you want me to sit?
9. Based on the above elements, what observation tools will be used?
10. Are there any individuals or groups you want me to know about before the observation?
11. When can we get together after the observation?

**Circle items needed or fill in here:**

Seating Chart/Proximity Analysis	Copy of Lesson Plans
Class Name List	Portfolio
Verbal/Behavioral Checklist	Copy of Management Procedures
IPTS SNAPSHOTS	Video/Audio Taping
Verbal Flow	Scripting/Free Writing
Nametags	

Adapted from Mentoring Guidebook Level 1 – SkyLight Professional Development