

CLASSROOM OBSERVATIONS PREPARATION

ESTABLISHING LEARNING GOALS:

A core element of observation of classroom teaching is the opportunity for each participant to connect with the staff member guiding the visit and share their specific learning goals for the day.

Elements of a Goal Setting Conversation

ESTABLISHING TRUST & RAPPORT:

Trust and rapport is foundational to any mentoring relationship and as a Guide there are some simple yet powerful things you can do for build trust during the initial goal setting conversation.

- Be “present” - Turn off your Blackberry or better yet don't bring it
- Apply the elements of effective listening - Attending Fully / Non-Verbal Encouragement /
- Pausing & Paraphrasing / Reflecting Feelings
- Position yourself as a Learner - Share your own learning goals for the classroom visit

GOAL SETTING QUESTIONS:

The questions below are not meant to be a check list but are intended to provide a framework for the conversation you facilitate prior to entering the classroom.

- What specific learning goals do you have for this day?
- What specific areas would you like to focus on during the morning observation?
- What do you anticipate potentially learning from the students themselves?
- How do you think conducting a classroom observation will impact your teaching practice
- and the learning of your students?

Continued....

Preparation for Classroom Observation

Before Visit:

Some topics I would like to discuss are....

My goals for the day are..

Once this has been established, please ensure that you make personal contact by email or phone to the teacher to identify your goals for the day.

After Visit:

During the session I observed....

As a result of the observation experience I intend to...