



A GUIDE TO EFFECTIVE FEEDBACK CONVERSATIONS

PREPARE

PRESENT DATA

DISCUSS FOCUS

MAKE A PLAN

FOLLOW UP

Teachers are the driving force behind student achievement. Research shows that the greatest impact on student achievement comes from the decisions made by teachers and the actions they take to create learning opportunities for students.

Similarly, principals and building leaders are responsible for creating an environment in the school that nurtures professional growth and creates learning opportunities for teachers. Principals must be active evaluators of effective teaching practices. An essential part of principal effectiveness and instructional leadership lies in providing objective feedback and coaching to teachers leading to improved instruction. Principals and teachers form a partnership through conversation to make the most of professional growth opportunities. This guide provides a process for such conversations.

THE THREE GOLDEN RULES OF FEEDBACK

TIMELY

Within 24 hours of data entry
After every data entry

ONGOING

Tap into the feedback loop
Give chance to improve

CONSISTENT

Calibrate with others
Beware of halos and drifts

PREPARE » BEFORE THE MEETING

- Consider all relevant data
- Identify specific behaviors
- Choose feedback path
- Narrow the focus
- Use language from the rubrics
- Develop intended outcome
- Stick to the objective evidence
- Review the written comments
- Select 3-4 questions

PRESENT DATA » BEGIN THE MEETING

- Conduct this step quickly to avoid dwelling on scores
 - Introduce and review relevant data with teacher
 - Use rubric language in conversation
- Use data tool reports as a focal point
- Avoid offering opinions or advice

DISCUSS FOCUS » LEAD TO THE CHANGE

- Presume positive intentions
- Invite teacher input on focus
- Facilitate the conversation through:
 - Posing questions of the teacher
 - Paraphrasing and active listening to understanding
 - Providing wait time for self-discovery and reflection

MAKE A PLAN » TURN TO ACTION

- Identify ability to make the change
- Ask the teacher for growth ideas
- Advocate for growth mindset
- Put ideas on the table
- Identify actionable steps for growth
- Identify specific growth outcomes
- Offer access to supports, scaffolds, and resources

FOLLOW UP » END THE MEETING

- Review process of feedback loop and its impact on the identified growth outcome
- Set timeframe for the next check for progress on identified growth outcome
- Provide teacher with opportunity to ask questions, clarify expectations or outcomes