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| **Pre-Conference**: develop or review an asynchronous or synchronous lesson |
| Notes |
| Traction…* Review learning from last session
* Revisit action steps between visits
* Review intended focus for today’s

sessionSelect Practice(s): CCLE RAIR/RW GRWriting SRFoundational SkillSelect ALI(s):Phonological Awareness PhonicsFluency Vocabulary ComprehensionCoaching Activities:**Develop** a lesson**Review/revise** a lesson that the teacher will deliver |

**Post-Conference**

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| Successes* Reflect on successes of lesson
* Identify evidence of successes (teacher moves/children learning)
 | What did we do to make it happen?* Record successes to replicate
 | Challenges* Reflect on challenges of lesson, supported by evidence
* Identify potential causes for challenges
 | What can we do about it?* Record ways to address challenges in future lessons
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|  |  |  |  |
| Between Visits* Record specific action steps to take between now and next visit
* Reflect on how to incorporate

today’s learning into practice |  |
| Next Visits* Decide on date/time of next session:
* Send meeting invite for next session
* Record plan for next sessions
* List resources to prepare or bring
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