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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   session  Select Practice(s): CC  LE RA  IR/RW GR  Writing SR  Foundational Skill  Select ALI(s):  Phonological Awareness Phonics  Fluency Vocabulary Comprehension  Coaching 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 |
|  |  |  |  |
| 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 |  | | |