

PLANNING CONFERENCE GUIDE

1. How can I be of help to you?
2. What specifically do you wish me to look for? What Illinois Professional Teaching Standard does this address?
3. What specifically do you wish me to know?
4. Is there a particular student you would like me to watch?
5. What are your objectives and expectations for the lesson?
6. What kind of evidence would be beneficial to you?
7. How long would you like me to observe?
8. When can we get together after the lesson?

