

Coaching Conversation Template

For post-observation coaching conferences

Effective coaching isn't about more feedback.

It's about the highest-leverage practice, one clear action step, consistent follow-up, and creating teacher leaders who multiply the work.

1. Highest-Leverage Practice Identified

If everything is a priority, nothing is a priority. Of everything you observed, name the ONE practice that would have the greatest impact on student learning.

2. One Clear Action Step

Write a single, specific, observable next step — not a list. The teacher should be able to picture exactly what to try.

3. Follow-Up Plan

Next observation date:

What specifically will you look for next time that tells you the action step took hold?

4. Teacher-Leader Multiplier

If this works, how could this teacher eventually share the practice with colleagues — a PLC share-out, a peer observation, modeling for a grade-level team?