



***PROFESSIONAL CONVERSATIONS: Tips for conducting your Individual Planning Conference, Post-Observation Conferences and other Professional Conversations regarding OUR practice!***

1. Remember this is YOUR career, OUR profession and OUR students. Administrators are to support us, not to micro-manage or disparage us. Take this opportunity to discuss your achievements, your concerns and your needs in an assertive and respectful manner.
2. Start the conversation! Set a positive, direct, and professional tone from the outset.
3. Participate in the conversation! Educators may use professional conversations to continually improve practice. Request individual and departmental development that is specific and targeted, student centered and results-oriented. Ask where you can observe specific practices in action and share results of professional learning opportunities that have made a positive impact your teaching practice.
4. Remember, these conversations are not personal. Remind administrators that the DOE's framework for great schools is 'encircled' around the concept of trust. Determine and voice the practices that the entire school will take to engender trust. Maintain professionalism by focusing on the intended outcomes as possible solutions. Try to abandon ego and remain aware of the potential feelings of all parties, while you maintain focus on the students.
5. Describe in detail the variety of students you work with, the many challenges they face and ways to address challenges now and in the future.
6. Coach the coach by stating specifically what you want by way of assistance and why the person is having this conversation with you and request specific, timely and actionable assistance. State one or two goals that you hope to accomplish and specific ways administration and colleagues can assist.
7. Request professional development opportunities and speak to colleagues about strengthening your school's PD Committee.
8. Conduct informal inter-visitation (not evaluation) among colleagues and share experiences in group settings with administrators in order to demonstrate the importance of providing positive reactions and constructive feedback with respect and professionalism.
9. Invite administrators and colleagues in your room, especially when you are trying a new activity. Take the opportunity to show your students and your practice to your colleagues.