

Observation Conference Feedback

Please complete this form and return it to me. Your reactions and analysis will be helpful to me as I constantly work to improve my conferencing skills.

Key: 1 = Strongly Agree 2 = Agree 3 = Disagree

During the conference, you:

- | | | | | |
|-----|---|---|---|---|
| 1. | Clearly communicated the purpose of the conference | 1 | 2 | 3 |
| 2. | Involved me in the discussion | 1 | 2 | 3 |
| 3. | Listened well throughout the conference | 1 | 2 | 3 |
| 4. | Exhibited positive non-verbal language | 1 | 2 | 3 |
| 5. | Provided specific feedback about my performance | 1 | 2 | 3 |
| 6. | Checked to see if feedback (or suggestions) was clear to me | 1 | 2 | 3 |
| 7. | Helped me to analyze my performance | 1 | 2 | 3 |
| 8. | Encouraged or allowed me to express my opinions | 1 | 2 | 3 |
| 9. | Helped me reflect on what I do | 1 | 2 | 3 |
| 10. | Were tactful, yet task-oriented | 1 | 2 | 3 |
| 12. | Provided suggestions or offered to help if asked | 1 | 2 | 3 |
| 13. | Helped me consider different strategies or approaches | 1 | 2 | 3 |
| 14. | Reinforced what I did well | 1 | 2 | 3 |
| 15. | Focused on important aspects of teaching | 1 | 2 | 3 |

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