

Form 3: Pre-Observation Protocol for a Staff Meeting

Purpose

The purpose of the pre-observation meeting is to discuss the process and gather information about the staff meeting.

Preparing for the Conversation

Evaluator will...

- Review the pre-observation questions and make note of any clarifying questions to ask the Leader.

Leader will:

- Review pre-observation questions. This can include collecting documents that are applicable to the observation activity.

During the Conversation

Evaluator will...

- Ask questions and take notes on the conversation.
- Collaboratively identify and document specific indicators of focus for the observation.

Leader will...

- Share responses to the questions and share documents, if any.
- Collaboratively identify and document specific indicators of focus for the observation.

After completion of the pre-observation interview, both the leader and evaluator should sign and date the form.

Pre-Observation Conversation

Leader's Name: _____

Evaluator's Name: _____

Activity to be observed:	
Date of pre-observation conference:	Time of pre-observation conference:
Date of observation:	Time of observation:

Leader should review the questions below before for the pre-observation conversation. Written responses are not required. During the conference, the leader and evaluator will discuss the questions and share any relevant evidence.

1. Briefly describe what you know about the participants and your reasoning for planning this activity.

2. Briefly describe the plan for this activity.

3. What action steps are implementing after the conclusion of this activity? How will measure the effectiveness?

4. Is there something the evaluator should pay particular attention to during the observation?

Signing below indicates that the pre-observation meeting took place. A signed copy should be provided to the Leader.

Leader's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____