

Planning for The Collaborative Conference

New Teacher _____ **Mentor** _____

Date _____ **Time** _____

Purpose of Conference _____

How will I create a congenial beginning?

How will I/we identify the problem, issue, or area of focus? What data will be used?

How will I check for understanding and/or agreement on the issues or area of focus?

What criteria will we use to weigh the alternatives?

What questions might I ask to facilitate the consideration of the alternatives?

Who will identify the acceptable action: The new teacher, the mentor, or the two collaboratively?

What data will be used to determine the success of the action?

When will a follow-up meeting be held to determine how the solution is working?

The Action Plan: