

# Lesson Link™: Debriefing Protocol

## FINAL DEBRIEF

### NORMS

In order to maximize learning during the debriefing conversation, please keep in mind the following norms:

- Focus the conversation on the **lesson**, not the teacher.
- Use data (student work, observation notes) to guide your discussion about achieving the lesson objective.
- Monitor your own airtime.

### PROTOCOL

- 1. Observers silently review and organize notes (2 minutes)**
  - a. Observers review the data collected during the observation.
  - b. Each observer highlights key points from notes and determines evidence to share with the group.
  - c. Observers note suggested revisions and/or modifications to the lesson, and any key findings and/or future discussion items.
  - d. Instructor reflects on lesson outcomes in preparation for sharing with colleagues.
- 2. Instructor shares (3 minutes)**
  - a. The teacher who taught the lesson shares his/her reflections.
    - i. *What went well with respect to achieving the lesson objectives?*
    - ii. *What did you learn through planning and teaching today's lesson?*
    - iii. *What are your recommendations for improving the lesson in the future?*
- 3. Observers share (8-10 minutes)**
  - a. Each observer shares insights and feedback from data collected during the lesson observation. The comment of each observer should be directly rooted in data (e.g., *I noticed that when we asked students to respond to the question at the end of the read aloud, only 4 out of 20 students raised their hand*).
- 4. Examination of student work (8-10 minutes)**
  - a. The group uses the following questions to guide the examination of student work:
    - i. *Does the student work match what our observation data show?*
    - ii. *Was the objective of the lesson met? What evidence (from student work) demonstrates that the lesson objectives were met for all students?*
    - iii. *What do the data suggest about the students' progress on the goals we set for the year?*

- b. How effective were the changes we made following the 1st and 2nd lessons in achieving the overarching goals of the lesson?

**5. Lesson revision – (10 minutes)**

- a. *How can we modify this lesson for publication to more effectively achieve its objective for all students?*

**6. What have we learned that we need to remember when we go into our next Lesson Link cycle? (15-25 minutes)**

- a. *What have we learned about our students?*
- b. *What have we learned about lesson planning/design?*
- c. *What have we learned about our own instructional practices?*
- d. *What have we learned about the way we work best together as a team?*

Please note: Final debriefing times may range from 45-60 minutes (depending on the schedule of the day). The chart below indicates how the protocol may be used for a 45-minute final debrief or a 60-minute final debrief.

<b>45-Minute Final Debrief</b>	<b>Time</b>	<b>60-Minute Final Debrief</b>	<b>Time</b>
Observers review and organize notes	2 minutes	Observers review and organize notes	2 minutes
Instructor shares	3 minutes	Instructor shares	3 minutes
Observers share	8 minutes	Observers share	10 minutes
Examination of student work	8 minutes	Examination of student work	10 minutes
Lesson revision	10 minutes	Lesson revision	10 minutes
Cycle reflection	15 minutes	Cycle reflection	25 minutes