LEAP Observation and 5P Debrief Template

This observation and debrief framework is adapted from [Bambrick's coaching model](#) to be intentionally content- focused. This tool is designed to be used as a guide for observers conducting weekly 15 minute formative observations that occur as a part of the LEAP Weekly Cycle. LEAP observers are encouraged to record information using Whetstone, the LEAP Platform.

Observation   *These sections are completed by the observer before/during the classroom observation.*
Planning   *These sections are completed by the observer after the classroom observation but before the debrief conversation.*
5P Debrief   *These sections are completed by the observer during the debrief conversation.*
Context   *These sections are completed by the Office of Instructional Practice (OIP) content teams. The content in these sections is pre-loaded from LEAP Module overviews and LEAP seminar plans. This content is specific to each LEAP team's current LEAP Module and LEAP Seminar. In addition, guiding questions and coaching best practices are included in the 5P Debrief conversation section.*

LEAP Observation and 5P Debrief Template

Pre-Observation

Before conducting the weekly LEAP Observation, take 3-5 minutes to review the context of the observation. This includes the LEAP Module overview, LEAP Seminar outcomes, objectives, and criteria for success, as well as observation focus questions, evidence to collect during the observation, and potential teacher action steps. A quick review of this information will help narrow the focus of the observation and ensure that the most meaningful information is collected to inform the 5P debrief.

Date & Time (observation):		**Teacher:**	
Date & Time (debrief):		**Observer:**	
Grade Level / Content Area:		**LEAP Seminar Leader:**	

Subject and Grade Band, Module Title, Week #:

Seminar Outcomes:

Seminar Objectives:	**Seminar Criteria for Success (CFS):**

Observation and 5P Debrief Focus:	**Potential Teacher Action Steps:**
Focus Questions **Evidence to Collect**	

Observation

*During the 15 minute observation, collect evidence to use during the 5P Debrief based on the Observation and 5P Debrief Focus (above). Effective evidence is **specific, descriptive and judgment-free**. Collect evidence through **scripting, narration, counting, timing, tracking trends, and/or taking photos of student work**. Record evidence in a template that makes the most sense to you and copy it in the space below if doing so is helpful to have as a reference as you complete your planning process. Any observation notes entered here are visible only to the observer, and will not be visible to the teacher observed.*

Lesson Objective:	
Observation Notes	*LEAP Leaders may choose to take notes directly into this template, on Whetstone, the LEAP Platform, or in some other template of your choosing.*

5P Debrief Conversation

Create a plan for the 5P Debrief. Use these questions as a guide, choosing 1 or more questions to ask the teacher in each section. While pre-planning, consider Potential Teacher Actions Steps (above) for the current LEAP Module. Consider the needs of the teacher, informed by evidence collected while in the classroom, and determine 1-2 of the provided potential action steps to discuss. During the 5P debrief, collaborate with the teacher to determine the best action step and record it in the space below. The most important result is that the teacher leaves the conversation with a clear action step and a plan for how to implement the action step in the classroom. Finally, close out by expressing gratitude and determining next steps.

5P Debrief Conversation Protocol / Guiding Questions:	*Pre-Planning Notes:*	*Notes During 5P Debrief Conversation:*
STEP 1 – PRAISE **What positive teacher/student actions will you highlight from the classroom observation?** *1-2 minutes* • How do you think the lesson went? • One great action I noticed was that you ____. What was the impact? (OR) The impact was ____. Nice work! • In our last LEAP Seminar, we planned for ____. How did that go? • Our prior action step was ____. What lessons did you learn that we can build on, moving forward?		

STEP 2 – PROCESS **What student work or evidence will you examine with the teacher to guide the discussion?** *2-6 minutes* • Look at the text or task. • What is the ideal student response to the text or task? • Look at the student evidence (student work and/or responses captured during the observation). What are students saying/writing about the text or task? What questions did you ask students during the lesson to get these responses? • Looking at student work/responses, what is the gap between current and ideal student performance? • What scaffolds can we plan to ensure students can reach the ideal student response?		
STEP 3 – PRIORITIZE **What is the key action step for the teacher to focus on in the next week?** *1 minute* • Refer to list of suggested action steps in the Potential Teacher Actions Steps (above); use one of the provided action steps or customize as necessary. • Based on what we just talked about, it might make sense to focus on _____. (OR) Based on what we just talked about, what do you think it make sense to focus on? • Your action step for today is _____. This is important because _____. • Record the action step on Whetstone, the LEAP Platform.		

STEP 4 – PLAN / PRACTICE
How will the teacher apply the action step to improve his/her instruction?
13-20 minutes
• Which lesson in the next week can we use to practice this skill?
    o What part in this lesson should we focus on?
• Let's co-plan for this part of the future lesson together.
• Spend several minutes scripting side-by-side with the teacher.
    o Script the ideal student response.
    o Script teacher language, as needed.
• Let's role play this part of the future lesson together.
    o Practice delivery of the content planned, in order to check for clarity and economy of language.
    o Role play as a student who gets the answer correctly.
    o Role play as a student who does not get the answer correct on the first try.		

STEP 5 – CLOSE-OUT **What are our next steps, moving forward?** *1-3 minutes* • What did you learn today? • *Investment*: How will this strategy make a positive impact on your students? • *Application*: When specifically do you plan to use this strategy? What would it look like/sound like for you to use this strategy effectively? • *Transfer*: How can I best support your performance in this area between now and our next visit in 2 weeks? What evidence will you share with me? • What is one thing that went well about today's meeting? What is one thing I can improve for next time? • *Gratitude*: Thank you for ____.		