

# Lesson Planning Tool Guide

## Overview

The **Lesson Planning Tool** is intended to be used collaboratively with teachers as they prepare instructional lessons for students. The tool provides a framework to plan for an effective lesson with a structure to focus on the teacher's specific needs.

Review and follow up on previous conversations
Lesson Overview
Lesson Implementation
Action Steps
Schedule next visit and reflect

## Possible entry points

- Before or after a classroom observation or when analyzing student learning conversation to support implementation of next steps, while planning for a future lesson
- When a next step includes a teacher seeking support around:
  - planning for student learning needs
  - internalizing lessons and instructional materials
  - preparing for specific teacher actions and/or student actions
- Making connections between teacher actions and student learning

## Planning prior to the conversation

- Review tools, focus areas and action steps from previous conversations and be prepared to make connections that move their practice forward
- Review the various coaching stances and language that might be beneficial in this conversation
- Script and add additional questions to tailor to the specific focus and needs of the teacher
- Review instructional materials and learning expectations the teacher will be utilizing
- Align coaching with district or school priorities and feedback

## Components and Considerations

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### Review and follow up on previous conversations

Create coherence between coaching conversations as well as check in on progress towards previous action steps and reflection on growth and impact.

**Consider:**

*Bring any previous tools and additional observation notes to reflection on growth*

*Review teacher's goals to support with identifying progress*

### Lesson Overview

This section supports the teacher in planning for grade level outcomes and with the connection to previous and future learning and the materials needed.

**Consider:**

*What learning outcomes and/or standard(s) the lesson will focus on?*

*How does this lesson connect to prior and future learning?*

*What materials are needed for the implementation of the lesson?*

### Lesson Implementation

Teachers will consider how to set up their learning environments, communicate new learning, and engage students so that the lesson is effective and all students have access to the learning.

**Consider:**

*How can instructional materials be used as an anchor in the planning? What other resources need to be part of the planning process*

*How can the teacher's current learning environment be included in the planning? What additions will need to be made to engage students?*

*How can teachers use student data to help consider the needs of all students?*

### Action Steps

This section of the planning will focus on concretely preparing the teacher to deliver instruction and determine how they will be able to reflect on their practice and student learning.

**Consider:**

*Is there a portion of the lesson that could be practiced to support delivery?*

*Identify what a successful lesson would look like and the evidence that could show success.*

*Would analyzing student learning help to understand the impact on students?*

*Is there an observation focus that would be helpful to reflect on teacher and/or student actions?*

### Schedule next visit and reflect

Reflect on the impact of coaching support as well as provide feedback to make sure teacher's needs are met. Scheduling the next visit will help in creating continuous cycles of support.