



## Observation Follow up Plan

Complete this form based on directions provided in The DOOT Protocol: Post-Observation Guide available at <https://flora.education/doot>.

Post-Observation meeting date:

In attendance: Educator:

Observer:

Observation focus area:  Course Organization and Guidance  
 (Choose one)  Assessment and Feedback  
 Discussion Facilitation

In the following table, with the educator, list specific goals they set to improve upon. It is most effective to set a timeline for when the educator, and you if applicable, should review the status of the goals.

<p><b><u>Specific Goals for Improvement</u></b></p> <p>- New practice        - Change in practice        - Abandoning practice</p>	
<p><b><u>Timeline</u></b></p>	
<p><b><u>Review Plan</u></b>        How do you know you have achieved your goal?</p>	<p><input type="checkbox"/> Write a reflective journal</p> <p><input type="checkbox"/> Participate in a reflective session with a TLE consultant</p> <p><input type="checkbox"/> Set another observation with the same focus area</p> <p><input type="checkbox"/> Receive feedback from learners</p> <p>Other:</p>



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Using the following table, with the educator, identify suitable strategies to engage in the professional development activities that will enable them to achieve their improvement goals. A combination of strategies may be identified.

<i>Strategy</i>	<i>Specifics: topic, focus</i>	<i>Timeline &amp; Logistical Process</i>
<b><u>Review of reference material</u></b>		
<i>Indicate topic</i>		
<b><u>Seek training</u></b>		
<i>e.g., Workshops One-on-one</i>		
<b><u>Request modification to course design</u></b>		
<b><u>Plan more observations</u></b>		
<i>Focus area(s) Course(s)</i>		
<b><u>Other actions</u></b>		
<i>Specify as appropriate</i>		