Thank you for coming today to talk about <INSERT: my most recent classroom observation, lesson planning, team meeting, etc>

As you know from our opening faculty meeting and recent newsletters, one thing I am trying to get better at this year is providing feedback that is helpful and easy to understand. I am working with <MY COACH/LEADERSHIP TEAM> to help me improve.

I have asked them to join us today so that they can observe me. They are here to watch me and help me see ways in which I can be more effective when working with teachers. They are not here to observe you, evaluate you, or weigh in on your practice. Is it okay that they join us today?

At the end of this conversation I will also ask you your thoughts and confirm what you are taking away from the conversation. Again, the goal is to ensure I am communicating effectively and to get some feedback from you as well. They may ask you some questions at the end about your experience of the conversation, but again, the purpose to to help me improve.

Do you have any questions? Are you ready to get started?