

Collaborative Conversation Guide

Date:

Mentor:	Observer:
Steps	Notes
1. Begin by assessing candidate needs <ul style="list-style-type: none"> ○ Make connections with the candidate and build trust ○ Seek to understand the candidate’s successes and challenges in general 	
2. Establish a focus for the session <ul style="list-style-type: none"> a. Understand where candidate is at currently (listen, paraphrase, ask clarifying questions) b. Assess the candidate’s needs and move into the appropriate mentor role (3Cs) c. Use clarifying questions to separate what is factual from what is interpretation (e.g., “These students don’t listen” becomes “fact” when the fact is that a certain percentage of the students don’t listen X amount of the time.) 	
3. Support the candidate’s movement forward by <ul style="list-style-type: none"> a. Reflective listening b. Mediation questions 	
4. Promote accountability by <ul style="list-style-type: none"> a. Identifying the specific next steps b. Agreeing to a follow-up meeting 	

Use with candidate in weekly feedback sessions to frame the conversation