



An Asynchronous Online MSAA Professional Development workshop for: K-12 Administrators and Teachers

How to Deliver Effective Feedback: Addressing What Matters Most to Improve Professional Practice How to have a Difficult Conversation!



Featuring **Seaside Educational Consultants** Presenter:
Dr. Judy Ann DeLucia

Asynchronous Online Workshop

- Earn 15 PDPs; Approved by DESE for Licensure
- Registrants work at their own pace within allotted timeframe

WORKSHOP STRUCTURE:

MSAA offers this asynchronous workshop in five modules. When the instructor signs off on completed work, registrants will receive an assessment form which will generate a PDP certificate.

Registration is now open. The workshop portal opens October 1, 2021, and closes January 15, 2022.

Content Area: Leadership/Administration	Fees: Members: \$405/all five modules Non-Members: \$540/all five modules
REGISTER NOW	15 PDPs

WORKSHOP DESCRIPTION:

Today's leaders are challenged to ensure that their district/school evaluations, collaboration and feedback make a difference for teachers and students. Learning how to give effective feedback that positively impacts teaching and learning can be a difficult task for teacher leaders and administrators. This is especially true for what is called 'hard feedback' which challenges the teachers' practice and can cause professional discomfort. This workshop will walk you through a step-by-step approach to giving effective feedback and having a "difficult conversation" to achieve successful and desired results focusing on improving student achievement.

Module 1: The Critical Components to Collaboration and Effective Feedback

Classroom observations have changed significantly in the last decade. Meaningless checklists that were given out the last week of school have been replaced by research-based rubrics. These rubrics address the teaching profession both in and out of the classroom and are focused on achieving high student performance built on productive collaboration of the educators.

Rubrics and exemplars also enhance the conversation between teachers and students. Teachers learn to become focused and understand how and why they are giving feedback.

This workshop aims to highlight the most crucial components to collaboration and feedback. **After this workshop participants will be able to:**

- Define what feedback is intended to be
- Identify advice vs. feedback
- The right and wrong reasons for giving feedback
- Develop an understanding of when and why we give feedback ~ the four essentials to giving effective feedback
 - Specific
 - Timely
 - Meaningful
 - Candid

Module 2: Examine the Essential Components to Effective Feedback

Research supports that effective and meaningful feedback will result in change of practice; improvement in performance and better outcomes for students. People want feedback that will help them grow and improve.

Upon completion of this workshop, participants will be able to gain an understanding of the following five components to effective feedback:

1. Goal Oriented
2. Know the rubric
3. Collect the data/evidence
4. Understand your bias
5. Recognize the evidence as it relates to the rubric

Module 3: Examine the Essential Components to Effective Feedback

Research supports that effective and meaningful feedback will result in change of practice, improvement in performance, and better outcomes for students. People want feedback that will help them grow and improve.

Upon completion of this workshop, participants will be able to gain an understanding of the following six components to effective feedback:

1. Actionable information
2. User-friendly feedback
3. Identify when to give feedback in a timely manner
4. On-going feedback - formative for the educator
5. Consistency and progress toward goal
6. Why evaluators don't "step up" with a mediocre or poor teacher

Module 4: How and Why Feedback Goes Wrong/Strategies to Achieve the Goal of the Feedback

There are so many reasons why a feedback session not intended to be advisory or difficult can go wrong. **This workshop will provide specific pointers that will assist in providing "effective feedback":**

1. The "sandwich"
2. Be human but strategic
3. Harsh tones
4. Improve your feedback ~ A guide to questioning
5. Combine directness with compassion ~ Huffington's Six Pointers
 - a. Don't ask why!
6. Focus solely on the future ~ model expectations

Module 5: Having the Difficult Conversation

Don't ignore having the difficult conversation. The problem will not go away.

This workshop will walk through the step-by-step approach to having the "Difficult Conversation":

1. Set the intention
2. Big Ideas 1 & 2
3. React with curiosity
4. Words to lose and words to use
5. Big Idea # 3 ~ Feelings matter; Importance of acknowledgement
6. Understanding the cost of blame
7. First 30 seconds ~ set the intent
8. Don't over-explain
9. Prepare and practice
10. Six conflict responses

Dr. Judy Ann DeLucia, founder and president of Seaside Educational Consultants, has over 30 years of dedicated experience in the field of education. Her vast expertise includes assignments as a teacher, principal, grants writer, assessment instructor, director of curriculum, assistant superintendent, and superintendent. Her various positions in education result in a unique combination of knowledge in urban/suburban/vocational school districts as well as in turnaround and inner-city schools.

