

Goal Team Conference IPP

Key Steps:

- Review current data (paceline, phase work completion/Circle sign up sheet) to map out the who and when of conferencing
 - Scholars for Goal Conferences (at least the Focus 4 Scholars, then rotate others from there or use rapid feedback to review goals)
 - Scholars for Compass Conferences (at least 6 Scholars/week to ensure you have enough work for 2 Circles)
- Review Agenda for the type of conference and customize questions as needed (page 2)
- (For Compass Conferences) Make sure you've completed the [intellectual prep](#) for the specific work selection the scholar has prepared

Mon or Tues		Wed or Thurs		Friday	
<i>Scholar Name</i>	<i>Conference Type</i>	<i>Scholar Name</i>	<i>Conference Type</i>	<i>Scholar Name</i>	<i>Conference Type</i>
1)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	1)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	1)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass
2)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	2)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	2)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass
3)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	3)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	3)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass
4)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	4)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	4)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass
5)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	5)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	Quick Check Ins:	
6)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	6)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass		
7)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass	7)	<input type="checkbox"/> Goals <input type="checkbox"/> Compass		

Type →	Goal Conferences	Compass Conferences
--------	------------------	---------------------

Copyright: Achievement First. Unless otherwise noted, all of the content in this resource is licensed under a [Creative Commons Attribution International 4.0](#) (CC BY) license.

Key Outcomes	Scholar is setting and meeting short cycle goals to both make academic progress AND learn that their actions lead to change.	Scholar is ready to share top quality work in Circle.
Conference Agenda	<i>Once you've led opening hype and Scholars are working independently, position yourself where you can both scan the room and conference 1:1.</i>	
	<ul style="list-style-type: none"> ● Warm greeting to connect ● Progress Check <ul style="list-style-type: none"> ○ Review Compass SDL Guide (data section) to check on overall progress and/or progress on last week's goal and ensure S scholar understands their own progress accurately (<i>"Where are you against paceline? Did you meet your goal last week? What did you learn?"</i>) ○ Celebrate and lovingly challenge students based on progress (<i>"You are consistently completing 5 Zearn modules every week instead of the 3 you started out. Your hard work is really paying off!" / "Your IR progress looks like it is really slipping- what do you think is going on there?"</i>) ● Support the Scholar to set Top Quality Goals <ul style="list-style-type: none"> ○ Ensure the student is focusing first on the right type of goal (e.g. aligned to an area they are close to paceline to see a win, setting more rigorous race ahead goals if on pace) and understands what it means to be "on pace" in that subject ○ Support students to have a strong weekly level goal by offering feedback aligned to goal CFS ○ Help the Scholar articulate the why behind meeting this goal ● Wrap up <ul style="list-style-type: none"> ○ Have the scholar repeat back any key next steps ○ Text message families to celebrate progress and/or share the goal plan for this week so they can support their scholar 	<ul style="list-style-type: none"> ● Warm greeting to connect ● Check work for Completion <ul style="list-style-type: none"> ○ Are all parts of the lesson or section complete? ○ Did scholars use complete sentences and top quality work or did it appear rushed? ● Check for Mastery <ul style="list-style-type: none"> ○ ask pre-planned questions aligned to Mastery Markers and/or ○ review core work <p>→ <i>Tip: Update the phase work tracker now!</i></p> <ul style="list-style-type: none"> ● Check for Preparation for Circle Presentation <ul style="list-style-type: none"> ○ ask targeted questions ○ support the scholar to practice a segment of their Circle work ● Wrap up <ul style="list-style-type: none"> ○ Have the scholar repeat back any key next steps

GOAL TEAM CONFERENCE NOTE TAKING TOOL

DATE: _____

Scholar	Conference Notes (e.g. next steps, noting the goal for the week)