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**Post-Observation Debrief Meeting**

The post-observation debrief meeting is an opportunity for the reviewer and reviewee to have a dialogue about and come to a common understanding about what was observed. While every debrief meeting will be different, here are a few points reviewers may want to consider during that meeting.

* Remember to thank the reviewee for the opportunity to observe them in their professional practice.
* Ask the reviewee about their reflections on how the class/workshop/activity went. Elicit feedback from the reviewee: “Can you tell me more about your strategy . . . ?”
* Offer a brief summary of what you observed. Provide concrete examples of your observations. Acknowledge your subjectivity. Describe rather than interpret.
* When possible, refer to the reviewee’s goals as identified in the pre-review meeting.
* Make sure to comment on the reviewee’s strengths first. When possible, validate what they are doing.
* When appropriate, offer concrete tips and specific opportunities for improvement.
* Ensure this meeting is a dialogue.
* Write the report (or fill out the peer review template) after this debrief/dialogue has taken place.