Hello,

We look forward to sharing the High-Quality Feedback District Workshop with you and your colleagues.

During this workshop, we will:

* Reflect on the importance, quality, and use of feedback typically given to teachers,
* Identify key differences between administrator performance at levels 3 and 5 on the evaluation indicator of the administrator rubric,
* Identify characteristics of high-quality feedback,
* Review and analyze refinement feedback,
* Practice using feedback tools to strengthen feedback practices, and
* Determine next steps for your observation feedback practices.

**As a part of this workshop, you will need access to a set of script notes from an observation you recently completed.**

***(for in person training)***

*Meeting Logistics*

*Date:*

*Time:*

*Location:*

***(for virtual training)***

*Meeting Logistics*

*Date:*

*Time:*

*Link to Training:*

Again, we are looking forward to working with you around developing high-quality feedback in support of best instructional practices across the district.

Best,

[name]

[title]

[contact information]