1. The lecture being observed should be given the opportunity to speak first, ask an open question such as
   * How do you feel after that?
   * What do you think went well there?
   * Is there anything additional you would like us to discuss?
2. Listen carefully and share what you learned from your own practice
3. Give constructive feedback using evidence from specific observed examples in a non-judgemental manner.
   * What I noticed was….
4. Ask open questions to elicit solutions from the observed lecturer. Questions beginning with ‘what’ are softer sounding than those beginning with ‘why’ such as:
   * What were you hoping to achieve when…?
   * Could you have done that in a different way?
   * How do you think your lesson was received by the students?
5. Discuss solutions rather than focus on problems, let the teacher being observed take the lead
   * What do you think would/might………..
6. Encourage conclusions that look for solutions
7. Make a manageable and realistic action plan (don’t change everything)