

Hi [REDACTED]

So nice to touch base with you Sunday. I'm also glad you are feeling better! Covid is a bummer on so many levels.

1). Your log is spot on. I especially appreciate your descriptions of internship related activities.

2) So happy that you will have the opportunity to sub this coming Thursday and Friday. If things get "hoppin", remember to pause and take a breath before moving forward mindfully. I know easier said than done, but always good to keep this in the foreground :). You are going to do a great job and I'm predicting you will find the experience exhilarating.

We also discussed that when you check in with [REDACTED] regarding expectations for subbing, you might also inquire about a regular check in time.

3) Your Task 1 is set for the Heights focusing on closing the achievement gap for multilingual students. How nice that [REDACTED] reached out!

4). Your first observation assignment is scheduled for this coming week when you are subbing. Nice work pushing forward on completing your tasks, especially before things really get "rockin" in the schools.

5). Professional Growth Plan:

You have focused on developing your listening and problem skills along with effectively managing challenging conversations. My feedback:

A). Solid plan, but please add the following under activities and resubmit to Canvas: possible readings/training/research which will deepen your understanding and capacity to listen empathically/compassionately and effectively manage challenging conversations. Here are a few excellent resources for your consideration. I also encourage you to also seek additional resources which speak to your interest/heart:

a) Dare to Lead, Brave Work. Tough Conversations. Whole Hearts. by Brene' Brown

b) Seven Habits of Highly Effective People: The section on the habit "Seek first to understand, then to be understood". By Steven Covey

c) Crucial Conversations: Tools for Talking When Stakes are High, Third Edition by Joseph Grenny

d) Learn Something Series: Empathy, Listening, & Vulnerability, Princeton University.

(Excellent free web resource). <https://hr.princeton.edu/learn-something-series-empathy-listening-vulnerability>

[Learn Something Series: Empathy, Listening, & Vulnerability](https://hr.princeton.edu/learn-something-series-empathy-listening-vulnerability)

Empathy, listening, and vulnerability are critical to our ability to form strong relationships where colleagues feel recognized, understood, and trusted.

hr.princeton.edu

█ please always feel free to reach out at any time. Have a great time Thursday and Friday. I can't wait to hear how it goes.

Joe