

Observer:

Location:

Date(s) of Observation:

Duration of Observation (e.g., 1 hour, half day):

Trainer:

Description of Activity

Expected Outcomes: For the following, please indicate whether each learning objective was covered during the session.

Covered Not Covered N/A

- 1.
- 2.
- 3.
- 4.
- 5.

For questions 1–15, please rate the performance of the trainer using the following scale. Feel free to elaborate on your responses in the comments section.

SD – I strongly disagree with this statement.

D – I disagree with this statement.

N – I neither agree nor disagree with this statement.

A – I agree with this statement.

SA – I strongly agree with this statement.

NA – Not applicable. This does not apply to this situation.

NO – Not observed. I was not in a position to observe this activity and cannot comment on it.

Trainer	SD	D	N	A	SA	NA	NO
1. Used session time effectively.	1	2	3	4	5	NA	NO
2. Clearly identified the learning objectives.	1	2	3	4	5	NA	NO
3. Effectively directed discussion to meet the learning objectives of the training/technical assistance session.	1	2	3	4	5	NA	NO
4. Demonstrated effective presentation skills (e.g., developed a rapport with participants and cofacilitators, presented the material in an organized fashion, comfortable in front of the group).	1	2	3	4	5	NA	NO
5. Demonstrated effective questioning and feedback skills (e.g., used active listening skills, encouraged multiple students to participate, responded well to student questions, provided constructive feedback, managed uncomfortable discussion well).	1	2	3	4	5	NA	NO
6. Demonstrated comprehensive knowledge of the subject matter (e.g., easily explained key principles and skills, demonstrated experience-based knowledge, blended theoretical and practical information).	1	2	3	4	5	NA	NO
7. Demonstrated effective communication skills (e.g., used clear, concise, understandable speech; maintained a comfortable speaking pace; spoke clearly).	1	2	3	4	5	NA	NO
8. Effectively used adult learning theory to meet the needs of the participants (e.g., visual learners, verbal learners, kinesthetic learners).	1	2	3	4	5	NA	NO
9. Gauged the audience and adjusted the training/technical assistance session appropriately (e.g., asked about student needs and expectations, referenced needs and expectations during the session).	1	2	3	4	5	NA	NO
10. Made the session relevant to the needs of the participants.	1	2	3	4	5	NA	NO
11. Created an environment of cultural awareness (e.g., demonstrated communication style that respects/shows awareness of cultural differences, used culturally diverse illustrations/examples).	1	2	3	4	5	NA	NO
12. Maximized the use of the meeting space for optimal learning.	1	2	3	4	5	NA	NO
Session	SD	D	N	A	SA	NA	NO
13. The time allotment was adequate for the scope of material presented.	1	2	3	4	5	NA	NO
14. The material was appropriate for the level of experience and knowledge of the participants.	1	2	3	4	5	NA	NO
15. The resource materials (e.g., handouts, audiovisuals) enhanced the presentation.	1	2	3	4	5	NA	NO

