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| OBSERVER & PRESENTER INFORMATION | | |
| 1 | Name of Observer |  |
| 2 | Date of Observation |  |
| 3 | Duration of Observation | 1 hour 2 hours 4 hours 8 hours  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4 | Name of the Presenter |  |
| 5 | Total Number of Attendees |  |

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| TRAINING SESSION – DIDACTIC PERFORMANCE RATING | | |
| 1 | Name of didactic training session observed |  |
| 2 | Indicate which major instructional resources were utilized by the trainee | Print Materials Technology/audio-visual  Hands on materials  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Any comments:** |
| 3 | Indicate major ways in which participant activities were structured | As a whole group As a small group  As pairs As individuals  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Any comments:** |
| TRAINING SESSION – PRACTICAL PERFORMANCE RATING | | |
| 4 | Name of practical training session observed |  |
| 5 | Are the practical room and/or laboratory supplies set up for the training? | Yes No |
| 6 | Were supplies adequate? | Yes No |
| 7 | Instructor Led Demonstration provided by the trainee was adequate? | Yes No  If NO, please provide specific comments: |
| 8 | The trainee was able to guide and provide troubleshooting to practical questions (testing, results interpretation and recording etc.) | Yes No  If NO, please provide specific comments: |

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| TRAINING SESSION – OVERALL PERFORMANCE RATING | | |
| 1 | Did the trainee assess participants knowledge and/or skills to deliver the training material | Comments: |
| 2 | The trainee allow for adequate time and structure for participants to share experiences and insights (if applicable) | Comments: |
| 3 | Please provide any additional comments for the trainee | Comments: |

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|  | **Rating of Key Indicators** | **Not at all to a great extent (1 🡪 5)** | | | | | **NA** |
| 1 | The strategies in this session were appropriate for accomplishing the training session’s purposes. | 1 | 2 | 3 | 4 | 5 | 6 |
| 2 | The session effectively built on participants’ knowledge of content, teaching, learning, and/or the reform/change process | 1 | 2 | 3 | 4 | 5 | 6 |
| 3 | The session’s design reflected careful planning and organization | 1 | 2 | 3 | 4 | 5 | 6 |
| 4 | Adequate time and structure were provided for reflection | 1 | 2 | 3 | 4 | 5 | 6 |
| 5 | Active involvement of all the participants was encouraged and valued | 1 | 2 | 3 | 4 | 5 | 6 |
| 6 | There was a climate of respect for participants’ experiences, ideas, and contributions | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | Interactions reflected collaborative working relationships among participants | 1 | 2 | 3 | 4 | 5 | 6 |
| 8 | Interactions reflected collaborative working relationships between facilitator(s) and participants | 1 | 2 | 3 | 4 | 5 | 6 |
| 9 | The presenter'(s) language and behavior clearly demonstrated sensitivity to variations in participants’: Experience and or preparedness | 1 | 2 | 3 | 4 | 5 | 6 |
| 10 | Participants were intellectually engaged with important ideas relevant to the focus of the session | 1 | 2 | 3 | 4 | 5 | 6 |
| 11 | Intellectual rigor, constructive criticism, and the challenging of ideas were valued | 1 | 2 | 3 | 4 | 5 | 6 |