# Trainer Observation Form

**Instructions**: Use this form as a starting point for your development efforts. Customize this form, adding relevant information as appropriate or removing information that does not apply to your situation.

**Observer Instructions**: Attach a copy of the training agenda and highlight the agenda items you observed. If observing a team, use the initials of the trainer you are observing to indicate individual observed.

Trainer(s):[Insert TRAINER NAME] Observer:[Insert OBSERVER NAME]

Curriculum/Program:[Insert PROGRAM NAME] Date: [Insert DATE] Time:[Insert TIME]

## Non-Negotiable — Introductory Elements

|  |  |  |
| --- | --- | --- |
| Instruction | Inclusion | Observations |
| Introduces her/himself and participants | Yes No  N/A |  |
| Provides icebreaker/warm-up activity | Yes No  N/A |  |
| Reviews and/or provides logistical information | Yes No  N/A |  |
| Reviews goals and objectives for training | Yes No  N/A |  |
| Reviews the training agenda | Yes No  N/A |  |
| Develops and posts group norms | Yes No  N/A |  |
| Solicits and posts participant expectations | Yes No  N/A |  |

## Non-Negotiable — Body

|  |  |  |
| --- | --- | --- |
| Instruction | Inclusion | Observations |
| Provides the rationale for the curriculum—theory/research base | Yes No  N/A |  |
| Provides an orientation to topic and curriculum manual, including updated content information | Yes No  N/A |  |
| Provides skill-building sessions focused on the teaching methods employed in the curriculum | Yes No  N/A |  |
| Facilitates a practice-teach session where participants teach curriculum lessons that focus on skills-development:   * Modeling by trainer * Prep time for participants * Dyad, triad, or small-group practice * Feedback beginning with self-reflection | Yes No  N/A |  |

## Non-Negotiable — Closing Elements

|  |  |  |
| --- | --- | --- |
| Instruction | Inclusion | Observations |
| Facilitates a processing discussion | Yes No  N/A |  |
| Provides closure | Yes No  N/A |  |
| Administers the written evaluation (on last day of training) | Yes No  N/A |  |
| Provides time for implementation (action) planning | Yes No  N/A |  |

## Areas of Competency

|  |  |  |
| --- | --- | --- |
| Instruction | Inclusion | Observations |
| Demonstrates knowledge about the subject matter | Yes No  N/A |  |
| Models a variety of teaching strategies/techniques | Yes No  N/A |  |
| Demonstrates ability to address specific questions/concerns | Yes No  N/A |  |
| Honors individual learning styles | Yes No  N/A |  |
| Draws on group resources and ideas | Yes No  N/A |  |
| Advocates for:   * Children and youth * Health education | Yes No  N/A |  |
| Creates an effective, functional learning environment | Yes No  N/A |  |
| Integrates appropriate technology | Yes No  N/A |  |
| Finds ways for learners to be successful | Yes No  N/A |  |
| Acknowledges participants’ success | Yes No  N/A |  |
| Provides regular opportunities for participant reflection and self-assessment | Yes No  N/A |  |
| Promotes the use and value of meaningful assessment | Yes No  N/A |  |
| Examines and reflects on her/his own attitudes and behavior regarding diversity | Yes No  N/A |  |
| Is flexible, tolerant, and fair | Yes No  N/A |  |
| Values different points of view | Yes No  N/A |  |
| Involves all learners | Yes No  N/A |  |
| Diplomatically handles sensitive situations | Yes No  N/A |  |
| Allows for participation | Yes No  N/A |  |
| Functions as an effective member of the training team (if applicable) | Yes No  N/A |  |
| Demonstrates a commitment to the mission and values | Yes No  N/A |  |

## Observer Comments:

[Insert COMMENTS]

## Areas of Concern/Recommendations:

[Insert COMMENTS]

## Commendations:

[Insert COMMENTS]