# Evaluating a Teach-Back Debrief

**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.

## Purpose

The purpose of the teach-back evaluation is to provide guidance and support to participants on how to effectively model teaching behaviors. Assignments have been designed to give participants the opportunity to apply information from the training in real-time by modeling specific steps for each stage. Participants will be allowed time to prepare, ask questions, and clarify the assignments.

## Activity Modeling

Each participant is expected to effectively lead the group through his or her assigned module and accompanying steps/activities. It is important that participants conduct the activity with fidelity as outlined in the curriculum. Participants should tie this activity into the activities that were conducted *before* and *after* to connect the activities.

## Feedback

You will receive written and verbal feedback from the trainer, who will be paying special attention to:

* Your group facilitation skills capability
* Whether the activity was taught with fidelity
* Whether the activity objectives were met

Your peer participants will also have opportunities to provide general feedback to you.

### Tips for Giving Feedback

* Give feedback, not suggestions.
* Be specific (e.g., “I liked it when you \_\_\_” or “I wish you had \_\_\_”).
* Focus on the things that the facilitator can change.

### Tips for Receiving Feedback

* Consider the feedback a gift that can help you improve your skills.
* Be silent when receiving feedback.
* Do not be defensive; seek clarification as needed.
* Ask for suggestions, if desired and time permits.

## Teach-Back Debrief Evaluation Form

Trainer Name: [Insert trainer name]

Module Title: [Insert module title]

Rating Scale: 5=Very Well; 3=Fairly Well; 1=Need Improvement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| How Well Did this Trainer: | 5 | 4 | 3 | 2 | 1 |
| 1. Transition into the module | 5 | 4 | 3 | 2 | 1 |
| 1. Clearly state the purpose and information | 5 | 4 | 3 | 2 | 1 |
| 1. Explain or clarify information in a clear and concise manner | 5 | 4 | 3 | 2 | 1 |
| 1. Encourage and validate idea sharing and experiences among participants | 5 | 4 | 3 | 2 | 1 |
| 1. Reframe, clarify, and emphasize comments and questions | 5 | 4 | 3 | 2 | 1 |
| 1. Display good time management skills and remain on task | 5 | 4 | 3 | 2 | 1 |
| 1. Keep personal opinions/biases in check | 5 | 4 | 3 | 2 | 1 |
| 1. Cover the key points of the module | 5 | 4 | 3 | 2 | 1 |
| 1. Summarize and/or transition to the next module | 5 | 4 | 3 | 2 | 1 |

How would you rate the overall learning experience?

What did this trainer do well?

Are there areas that need improvement?

Additional comments: