# 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]