

INSTRUCTOR OBSERVATION 1 = Unacceptable, 2 = Below Expectations, 3 = Fully Met Expectations, 4 = Exceeds Expectations, 5 = Greatly Exceeds Expectations

Instructor Name:							
Observer Name:							
Class Observed:					Date:		
Competency	Sample Behaviors	1+	2	3	4	5-	Observations/Comments
ADULT LEARNING	Sets up/debriefs exercises using open-ended questions and leads to conclusions related to content						
	Involves participants' knowledge and experience						
	Varies instructional methods to needs of group based on learning style, time of day, content requirements						
FEEDBACK AND QUESTIONING	Uses open-ended questions to generate information						
	Acknowledges verbally, thanks, recognizes learners for all input						
	Avoids using closed-end questions except for confirmation						
	Having asked a question, is quiet for at least 5 seconds						

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Observer Name:							
Class Observed:						Date:	
Competency	Sample Behaviors	1+	2	3	4	5-	Observations/Comments
MANAGING PHYSICAL ENVIRONMENT	Tells learners location of restrooms, phones, etc						
	Uses visual aids that can be read from 6 feet away						
	Arranges room for optimal viewing by all						
	. Breaks occur in 15 min. ± of scheduled time						
PRESENTATION	Gestures with open hands held above waist						
	Moves with ease, stands up straight						
	Makes eye contact with participants						
	Speaks clearly, with good articulation						
	Uses proper grammar, no slang						
	Varies voice tone, pitch, pacing						
SKILLS	Listens without interruption						
	Rephrases-repeats to insure he/she has heard accurately						

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Class Observed:					Date:		
Competency	Sample Behaviors	1+	2	3	4	5-	Observations/Comments
GROUP	Queries all members for their opinions						
	Facilitates discussions so that they are respectful						
FACILITATION	Keeps discussion focused on topic						
	Refers some questions back to learners instead of answering them						
	Deflects potential conflict through agreement						
SKILLS	Asks open-ended questions						
	Demonstrates high content knowledge by asking relevant questions						
	Stimulates critical thinking behaviors (e.g., applying new learning to current situation)						
OVERALL EVALUATION OF INSTRUCTOR							