

## Observation Checklist

Checklist Item	Present	Comments
<p>1. <i>Organization structured to support learning process</i></p> <ul style="list-style-type: none"> <li>- presented effective introduction</li> <li>- linked individual parts</li> <li>- included summary and link in conclusion</li> </ul>		
<p>2. <i>Learning climate established demonstrated mutual respect</i></p> <ul style="list-style-type: none"> <li>- presented positive, warm approach</li> <li>- encouraged participants to share opinions and ideas</li> <li>- adapted to participant need for information</li> <li>- handled sensitive situations effectively</li> </ul>		
<p>3. <i>Presentation style contributed to success</i></p> <ul style="list-style-type: none"> <li>- appeared prepared and organized</li> <li>- referred to notes without reading them at length</li> <li>- maintained eye contact</li> <li>- gestures and movement natural</li> <li>- voice tone, rhythm of speech and volume appropriate</li> <li>- used natural pauses in speaking</li> </ul>		
<p>4. <i>Instructional techniques were used effectively</i></p> <ul style="list-style-type: none"> <li>- related content to job performance</li> <li>- related content previous skills and knowledge</li> <li>- used relevant questions to stimulate thinking/confirm learning; applied questioning process (APPLE)</li> <li>- acknowledged participant contributions</li> <li>- provided clear, coherent, concise explanations</li> <li>- used examples; requested examples</li> <li>- used visual support where needed</li> <li>- provided clear instructions to exercises/activities</li> <li>- coached learner performance during exercises</li> <li>- managed time as intended</li> <li>- followed lesson plan</li> <li>- recognized and addressed lack of understanding</li> </ul>		
<p>5. <i>Content Competency</i></p> <ul style="list-style-type: none"> <li>- knowledge accurate</li> <li>- skills demonstrated</li> </ul>		