Best Practices

When observing/shadowing a session:

Let the facilitator know that you'll be taking notes throughout the training session.

Include qualitative comments on the sheet whenever possible - these are the most helpful for your facilitator!

Be mindful of typing notes in the session room while your facilitator is teaching. You may want to print this out & write on it instead.

Don't be so preoccupied with taking notes that you can't be an active participant for your facilitator. Consider taking notes in short-hand and completing them later before sharing with the candidate.

After the session:

Deliver live feedback during the remaining interview time, and ask questions to help you understand why the facilitator chose to facilitate the session in the way that they did.

Complete your assessment sheet if you did not do so during the session.

Share your assessment sheet with the facilitator after their session with a few high-level bullets summarizing your feedback via email.

Scoring Criteria										
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Evaluation Criteria		Comments		Comments						
Pre-session ownership (f applicable)	Score 1-5		Score 1-5							
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Communications Emailed participants to introduce Demonters, greet participants, remind them of session details (you work.										
Foom set-up: Arrived early to prepare sessionsoon E-materials (e.g., pens, workbooks, cloker, speakers, projector)										
Communication Skills: The facilitator										
Introduced learning automers for the session & referred to their throughout the session.										
Communicated with the group effectively (lame, pase, volume)										
Was brandedgeable & certifice about the lopics delivered (cordent)										
Was professional, a rule model for participants. E other facilitations										
Checked understanding of the material consistently										
Answered questions fully and clearly										
Demonstrated ability to explain complex comarios in a simple way										
Session Management: The facilitator										
Encouraged interactivity & discussion across entire session (including load/quint perhipsets)										
Demonstrated the ability to deal with conflict & difficult participants (where applicable)										
Managed line effectively & ensured learning objectives were completed without nathing										
Technical Skills: The facilitator										
Utilized multiple visual aids (e.g., Epoharis, whiteleands, sides, handouls) is addition to slides										
Demonstrated effective, competent use of powerpoint / states, states										
Used media construir where associate in a . value. CUC. harvord?										