

PRESENTATION INFORMATION

Course title	Control number	Date
		to
Instructor	Evaluator	
Agency/presenter	City	Zip
Number of students	Maximum number of students allowed	
Course coordinator	Email	Phone
Training commander	Email	Phone
Instructor number of for this course		

REQUIRED POST DOCUMENTATION

<input type="checkbox"/> Expanded Course Outline <input type="checkbox"/> Resumes <input type="checkbox"/> Hourly Distribution <input type="checkbox"/> Budget	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 10%;">N/A</th> </tr> </thead> <tbody> <tr> <td>Safety Briefing Performed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Safety Policies Reviewed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Instructor/Student Ratio</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Yes	No	N/A	Safety Briefing Performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Policies Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Instructor/Student Ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Notes:

Instructional Design Recommendations:



INSTRUCTION AND FACILITATION

DIMENSION	UNACCEPTABLE	NEEDS IMPROVEMENT	MEETS STANDARD	ABOVE STANDARD	N/A
<p>Facilitation Skills (as appropriate for the lesson):</p> <p>The Instructor communicated clearly, used active listening skills, engaged students with thoughtful questions, and promoted student engagement.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Lectured only and did not allow opportunity for student feedback, engagement, or participation. Students generally appeared disengaged and uninterested. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Missed opportunities to engage the students. Did not use questioning techniques efficiently to promote student dialogue. Relied too heavily on lectures. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Used student backgrounds and experiences in facilitating class dialogue Created a safe learning environment for all experience levels to participate Posed questions back to the class when able. Engaged all students in the learning through practical questions/student interactions. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Created a student-centered learning environment. Moved throughout the room when able to engage students. Engaged students through open-ended questions and used effective techniques to guide class discussions. Utilized critical thinking, questioning skills, and techniques to promote higher learning (Bloom's Taxonomy). 	<input type="checkbox"/>
<p>Instructor Knowledge & Experience:</p> <p>The instructor: Was up to date, Was well-versed in the course material, Was readily able to answer questions</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Did not appear to have sufficient knowledge of the topic Had difficulty answering student questions Offered no evidence that they kept up with the latest trends Lacked credibility with the students The teaching contradicted the lesson. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Did not appear to have sufficient knowledge of the topic Lacked credibility with students Had difficulty answering questions. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Possessed sufficient knowledge of the topic Was well-versed in the course material Was up to date with current trends 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Possessed extensive subject matter expertise in the course material Was well-versed and could readily answer all student questions Served as an example of an expert in the field 	<input type="checkbox"/>
<p>Time Management:</p> <p>Satisfied the learning objectives at an acceptable pace in the time allotted.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Failed to keep to a time schedule Rushed and was unable to meet the objectives Dismissed class early despite not covering all the material 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Had trouble keeping to a schedule. Occasional oversight of scheduled student breaks. Ran over the scheduled ending time or was too far under the scheduled ending time. Did not meet objectives before dismissing class. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Kept to a schedule that enabled them to cover all of the necessary information while maintaining student breaks and dismissal time 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Effectively changed or adjusted the learning environment during the course of instruction to meet student needs and learning objectives Allowed time for students to go beyond the lesson and/or expand. Adjusted time for students to ask and answer their questions. 	<input type="checkbox"/>

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<p>Professionalism: Attitude, language, conduct, and attire were appropriate.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Conduct was unacceptable for a professional training environment. • Used unnecessary profanity outside the scope of the course material, and inappropriate attire. • Displayed a poor attitude toward the students or the course material. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Did not appear to be prepared for training • Dressed inappropriately given the environment • Used profanity when unnecessary or not part of the curriculum.. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Was prepared for the training, was dressed appropriately, and given the training environment. • Refrained from using profanity unnecessarily, which was not part of the curriculum. • Treated all students with respect. Displayed a positive attitude. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Was dressed appropriately, given the training environment • Did not use profanity unnecessarily, which was not part of the curriculum. • Communicated clearly using proper grammar. • Treated all students with respect. • Was enthusiastic about teaching. • Maintained a professional demeanor. • Treated instruction and students as a priority. 	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Learning Resource Management: The use of technology and other instructional resources, including PPTs, web-based resources, easel pads/handouts (both virtual and physical), breakout rooms, etc., to enhance curriculum delivery. Reference material could include links to the internet, suggested videos, experts, or other training materials.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Did not use instructional resources or used inadequate resources. • Did not provide reference material for use during or after the class. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Used a minimal number of instructional resources (e.g., PowerPoint only) to deliver course material. • Did not recognize opportunities to utilize resources effectively. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> • Utilized a variety of methods, instructional resources, and tools to support student-centered learning, including PPTs, web-based resources, easel pads/handouts (both virtual and physical), breakout rooms, and other relevant tools, to enhance curriculum delivery as needed. • Provided reference/resource material. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> • Effectively managed a diverse range of engaging classroom resources that optimized student learning. • Provided students with resources for use during and after the course, with direct application to skills used on the job. 	<p style="text-align: center;"><input type="checkbox"/></p>

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<p>Classroom Management:</p> <p>The instructor is prepared and ready at the start of the class.</p> <p>Created a comfortable, relaxing, learning-conducive environment</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Was inflexible and unresponsive to student learning needs. Was unable to resolve interruptions, distractions, and/or disruptive students in class. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Struggles with flexible delivery to address student learning needs. Somewhat resolved interruptions, distractions, and/or disruptive students in class. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Recognized student learning needs. Made purposeful course revisions spontaneously.. Identified risk management issues. Resolved potential distractions immediately to return the class to an effective learning environment. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Promoted a student-centered learning environment to guide the learning process while also assuring learning outcomes were met. Dealt with potentially disruptive situations and turned them into teachable moments while maintaining tact and an effective learning environment. 	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Real World Application:</p> <p>The instruction provided knowledge, skills, and abilities for real-world applications.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Did not provide relevant information for real-world applications. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Missed opportunities to connect the curriculum with real-world application. Relied too heavily on lecture or limited opportunities for real-world training. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Established relevance and provided instruction and curriculum that had real-world or tangible application outside the classroom. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Used effective and creative learning activities and methods that enabled students to experience and learn from hands-on application. 	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Instructional Methods:</p> <p>Delivery included a variety of learning styles:</p> <p style="padding-left: 40px;">Visual Auditory Kinesthetic Tactile</p> <p>The instructor used practical delivery methods/activities relevant to the course material.</p> <p>Cognitive (thinking) Psychomotor (doing) Affective (emotion)</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Did not address the diverse learning styles of students. Utilized delivery methods that hindered student-centered learning. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Missed opportunities to address different student learning styles. Focused too much on one learning domain when the curriculum or topic crossed multiple domains. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> Utilized a range of delivery methods tailored to various learning styles and domains, as applicable to the course. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The Instructor:</p> <ul style="list-style-type: none"> Delivered information in ways that involved all learning styles and fully utilized RIDEM principles <p style="padding-left: 40px;">Relevance Involvement Discovery Experience Modeling.</p>	<p style="text-align: center;"><input type="checkbox"/></p>

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<p>Learner Validation: Student learning was measured or demonstrated.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> • Did not measure student skills/comprehension • Provided answers without requiring students to demonstrate knowledge retention. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> • Missed opportunities to validate learning through written testing, group discussion feedback, student Q&A, and application demonstrations. • The testing was inappropriate for the curriculum. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> • Established a form of evaluation that measured the knowledge or skills obtained by the students. 	<p style="text-align: center;"><input type="checkbox"/></p> <p>The instructor:</p> <ul style="list-style-type: none"> • Provided multiple opportunities for students to demonstrate their understanding and application of the course material. 	<p style="text-align: center;"><input type="checkbox"/></p>

Additional Comments: