VIRGINIA DEFENSE FORCE

Instructor Development Course

Training Observation Form

Date: _____ Length of observation: _____

Trainer: _____

Observer: _____

Location: _____

Describe overall topic and outline of the training event:

_____

_____

Comments on information content:

- Were outcomes and Tasks, Conditions, & Standards introduced? ☐ GO ☐ NO GO
- Was recent information included? ☐ GO ☐ NO GO
- Was the information relevant for the audience? ☐ GO ☐ NO GO

Comments on effectiveness of training method:

- Was time managed effectively? Was recent information included? ☐ GO ☐ NO GO
- General clarity and effectiveness of presentation?

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- Were trainees encouraged to ask questions? Did they ask questions? Were they answered? Was the audience generally engaged? *(e.g. lively interaction, participants were encouraged to generate ideas, questions, conjectures, and propositions)*

  _____

  _____

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- Did the presenter ask appropriate questions to engage audience? (e.g., How many of you…? Which of these…?) (Were *participants intellectually engaged with important ideas relevant to the focus of the session?)*

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Did trainer assess trainee skills, experience, professions? □ GO □ NO GO

- Based on the observer's impression, how likely are these trainees to apply in practice what they learned? _____

Did trainer apply 4 Element of Learning detailed in the IDC? □ GO □ NO GO

Additional Comments:

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Instructor Development Course □ GO □ NO GO

Observer's Signature: _____ Date: _____