

iTeach Small Group Teaching Observation Feedback Form		
Instructor:	Observer:	
Course:	Date:	Time:
Any requested/specific areas of focus:		

	Establishes a Stimulating Learning Climate	Notes
1	Knows learners and adjusts accordingly	
2	Looks/Listens to learners	
3	Encourages participation	
4	Uses learners' name	
5	Incorporates learners' ideas	
6	Good eye contact and voice	
7	Shows enthusiasm	
	Managing Session	Notes
1	Sets clear goals	
2	Structures session according to the goals	
3	Starts and ends session on time	
4	Covers all topics	

Use back for additional notes and to develop improvement plan.

5	Summarizes session	
6	Solicits learners' feedback	
7	Encourages group collaboration	
8	Limits digressions of group discussion	
Presenting the Material		Notes
1	Varies voice, body language, pace, movement, etc.	
2	Uses audiovisual materials appropriately	
3	Refers to appropriate written materials	
4	Speaks clearly	
Conveying Content		Notes
1	Fosters active learning	
2	Delivers appropriate amount of material	
3	Organizes content logically	
4	Provides clear explanations	
5	Explains relevance of topics to learners' training	

Use back for additional notes and to develop improvement plan.

6	Links to previous material or learner knowledge and to future material	
7	Shows relationships between theory and practice	
8	Uses examples related to student experience and/or knowledge	
9	Directs learners to useful literature; provides up-to-date information; gives periodic summaries	
	<b>Implements Strategies to Promote Learning</b>	<b>Notes</b>
1	Uses questions to probe thinking and reasoning	
2	Gives learners time to organize thoughts and respond	
3	Restates learners' ideas to promote understanding	
4	Encourages learners to question and critique	
5	Develops an action plan with learner	

<b>Notes:</b>

Use back for additional notes and to develop improvement plan.

Strengths:	Recommendations:
Improvement / Follow-Up Plan:	