Ropes & Knots Delivery Session Observation Form

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| **Candidate’s Name:** | Rupert Russell | | |
| **Session Title:** | Ropes & Knots | | |
| **Legend:**  For each statement select,  S – Satisfactory, if the candidate has satisfactorily met the assessment criteria below  NYS – Not yet satisfactory, if the candidate has not yet satisfactorily met the assessment criteria below  Once completed, sign and date the Declaration section at the end of the form. | | | |
| **ASSESSMENT CRITERIA** | | **S** | **NYS** |
| Did the candidate… | |
| 1. ensure that eight (8) learners present during the session, and that this Observation Form was completed for one of two (2) consecutive training sessions. | |  |  |
| 1. conduct the session according to the session plan, modifying it where appropriate to meet the learner’s needs. | |  |  |
| 1. adapt the session to meet risks to delivery that were present during the session? | |  |  |
| 1. did the candidate successfully identify and respond to the needs of learners during the session? | |  |  |
| 1. did the candidate use the diversity of the learner group as another resource to support their learning? | |  |  |
| 1. demonstrate effective facilitation skills to ensure effective participation? | |  |  |
| 1. demonstrate the use of effective facilitation skills to ensure effective group management? | |  |  |
| 1. use at least two (2) different delivery methods for this session? | |  |  |
| 1. make adjustments to the delivery sessions to address specific needs of their learners or circumstances that came up during training? | |  |  |
| 1. adequately manage inappropriate behaviour and potential for conflicts during the session to ensure that learning can take place? | |  |  |
| 1. implement strategies that allowed them to maintain an appropriate learning environment during the session? | |  |  |
| 1. demonstrate the use of appropriate communication skills and language to understand and build rapport with their candidates?   This includes the use of appropriate vocabulary, tone and pace when communicating with their learners and other relevant personnel. | |  |  |
| 1. facilitate the training in a style appropriate for each individual in the learner group? | |  |  |
| 1. brief the learners and/or other personnel about their roles and responsibilities for the presentation? | |  |  |
| 1. explain and discuss the content of the presentation to their learners? | |  |  |
| 1. use presentation aids and materials during the presentation? | |  |  |
| 1. monitor their learners’ verbal and non-verbal communication, and adjust their presentation/delivery style accordingly? | |  |  |
| 1. maintain the learner’s interest by using persuasive communication techniques, such as:  * focusing on the learner’ needs * using persuasive words or phrases * eliminating barriers to communication * developing a plan for your learner that outlines the content of the presentation and how it benefits them | |  |  |
| 1. give their learners the opportunity to ask questions and clarify ideas presented to them? | |  |  |
| 1. adjust the presentation to meet their learners needs? | |  |  |
| 1. summarise key concepts and ideas to ensure that their learners’ understanding? | |  |  |
| 1. discuss reactions to their presentation with their learners? | |  |  |
| 1. demonstrate the use of effective presentation strategies, these can include, but are not limited to:  * case studies * demonstrations * discussions * questioning * simulations and role-play | |  |  |
| **COMMENTS** | | | |
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| **OBSERVER DECLARATION** | |
| *By affixing my signature below, I am declaring that this document is a true and accurate record of the candidate’s performance. By signing this document, I am also allowing Skills Strategies to verify my qualification.* | |
| Assessor/Observer’s Name: | Assessor/Observer’s Signature: |
| Date: |
| Observer’s Work Role: | Observer’s Contact Details: |
| Observer’s Qualifications: |