

Instructor Assessment Sheet: Skills - IT

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Comments

Marks

Preparation

Lesson Plan	/ 2
Format is usable. Content covers necessary stages.	
Timing	/ 2
Lesson Plan includes timings. Timings adhered to during lesson.	
Training Aids	/ 2
Checked/Tested. Well prepared.	
Training Area	/ 2
Optimum layout - lighting, distractions, comfort.	
	/ 8

Introduction

Interest	/ 2
Grabs class attention	
Need	/ 2
Presented a good need. Related need to life/death/loss/gain	
Objective	/ 2
Achievable, measurable objective Appropriate objective.	
Title and Self (Qualification to teach)	/ 2
Name. Qualification to teach / Background	
	/ 8

Demonstration

Explanation of steps	/ 12
Clear, logical explanation. Visually reinforced. Appropriate terminology. Good pace for students.	
Several demonstrations	/ 4
Repeat demonstration from different angle (if appropriate).	
Visibility	/ 4
Visible to all students. Good positioning.	
	/ 20

Walkthrough

Perform walkthrough	/ 20
Students perform walkthrough. Checking of progress (critiquing). Stressing of key points. Correct techniques for slow students. Students confirm steps (demo or verbal).	
	/ 20

Practice

Perform Practice	/ 12
Supervise and intervene where necessary. Refine techniques.	
	/ 12

Conclusion

Confirm Key Points	/ 2
Students questioned. Key points emphasised.	
Restate Need	/ 2
Test Objectives	/ 4
Conditions identical to objective. Supervise the testing. Follow up action to correct problems.	
	/ 8

Personal Qualities

Appearance	/ 4
Neat, tidy, professional appearance. Not distracting in any way.	
Confidence	/ 4
Display self-confidence in ability and knowledge.	
Credibility	/ 4
Showed credibility as an instructor. Showed credibility in this subject.	
Enthusiasm	/ 4
Display good enthusiasm for subject. Display enthusiasm for students learning.	
Mannerisms	/ 4
No distracting mannerisms.	
Rapport	/ 4
Show rapport with students. Able to relate to their situation.	
	/ 24
Grand Total	/ 100