# GP IT Trainer Observation Form

N.B.: Observer and Trainer should to refer to the guidance notes provided in advance of the observation session.

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| **Session observed:** |  | | |
|  |  |  |  |
| **Trainer Observed:** |  | **Name of supplier:** |  |
|  |  |  |  |
| **Date of Observation:** |  | **Duration of Observation:** |  |
|  |  |  |  |
| **Observed by:** |  | **Organisation:** |  |

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| **Summary** **and conclusions:** |

See over for details of observation.

**Scoring**: 2: Fully met 1: Partially met 0: Not met

N/A: requirement does not apply to this session

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|  | **Score** | **Comments** |
| **Preparation and resources** | |  |
| 1. Preparation of learner environment and materials (e.g. training environments, equipment & room set up; lesson plans, user guides, etc. available) |  |  |
| **Subject Knowledge** | |  |
| 1. Detailed subject knowledge demonstrated |  |
| 1. Subject knowledge applied to learners and topic |  |
| 1. Use of appropriate examples and explanations |  |
| **Delivery** | |  |
| 1. Ensures the learners understand the aims and objectives of the training |  |
| 1. Adapts the training in response to the needs of the learners (e.g. pace, learning styles, content, equality and diversity, etc.) |  |
| 1. Delivery method(s) are applied appropriately to the learners and the subject |  |
| 1. Training resources are used effectively and appropriately |  |
| **Use of Assessment & Feedback** | |  |
| 1. Uses appropriate questioning techniques to confirm learner understanding |  |
| 1. Assesses learner competency (e.g. formal and/or informal assessment using scenarios, tests, exercises, etc.) |  |
| 1. Gives constructive feedback to learners |  |
| **Communication skills** |  |  |
| 1. Uses language and technical terms appropriately |  |
| 1. Stimulates and sustains learner motivation and encourages participation |  |
| 1. Manages difficult or disruptive learners |  |
| 1. Manages unexpected events during the training |  |
| Examples of creativity and innovation used by the trainer during the observation: | |  |
| **Feedback from learners** | | |
| Use this section to add any feedback from the learners | |  |

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| **Observer’s Signature:** |  |
|  |  |
| **Trainer Observed Signature:** |  |
| **Date:** |  |