

Observation Check Sheet

Step 1 Prepare the learner

<u>Question</u>	<u>Result</u>	<u>Comments</u>
• Did the instructor put the learner at ease?	Y / N	
• Did the instructor find out what the learner knows?	Y / N	
• Did the instructor state the job?	Y / N	
• Did the instructor get the person interested in the job?	Y / N	
• Did the instructor put the learner in the best location?	Y / N	

Step 2 Present the operation

<u>Question</u>	<u>Result</u>	<u>Comments</u>
• Did the instructor describe the major steps ?	Y / N	
• Did the instructor stress the key points ?	Y / N	
• Did the instructor explain the reasons why ?	Y / N	
• Overall did the instructor present clearly, completely, and patiently?	Y / N	

Step 3 Try out the operation

<u>Question</u>	<u>Result</u>	<u>Comments</u>
• Did the learner do the job correctly (with instructor)?	Y / N	
• Did the learner do the job and explain the major steps ?	Y / N	
• Did the learner do the job and explain the key points ?	Y / N	
• Did the learner do the job and explain the reasons ?	Y / N	

Step 4 Follow up

<u>Question</u>	<u>Result</u>	<u>Comments</u>
• Did the instructor encourage questions?	Y / N	
• Did the instructor designate to whom to go for help?	Y / N	
• Did the instructor plan to check frequently?	Y / N	
• Did the instructor provide coaching as needed?	Y / N	
• Did the instructor put the learner on their own	Y / N	