16 Teacher Training Observation Form

Adapt this teacher training observation form to collect objective data about logistics, training content, and teacher engagement.

SECTION	1: GENERAL	INFORMATION
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Date of training session:	Training session name:
Name of observer(s):	
Observation start time:	Observation end time:
Total # of teachers:	Total # of coaches:
Total # of trainers:	Total # of other staff:

Facilities and Technology:

Was the training space sufficient and comfortable for participants? Could they see, hear, and participate?

Facilities		
Category	Sufficient?	Provide a brief description of the issue for all "no's." Also explain the resolution, if there was one.
Room size	☐ Yes ☐ No	
Room arrangement and seating	☐ Yes ☐ No	
Noise level	☐ Yes ☐ No	
Lighting	☐ Yes ☐ No	
Temperature	□ Yes □ No	

Technology		
Category	Sufficient?	Provide a brief description of the issue for all "no's." Also explain the resolution, if there was one.
Computers for attendance	□ Yes □ No	
A/V for large group	□ Yes □ No	
A/V for working groups	☐ Yes ☐ No ☐ N/A	
Computers/internet for working groups	□ Yes □ No	
Other:	□ Yes □ No □ N/A	

SECTION 2: TRAINING CONTENT

Directions: Based on your observations and trainers', please mark the level of completion for each agenda item during this training day. Note the actual start time for the main agenda items.

			Agend	da Item C	overed	
Sched- uled Time	Actual Time	Agenda Item	Fully	Partly*	Not at All*	Format** (T/G/P/I)

^{*}For any agenda item above that you have marked "partly" or "not at all," please describe the situation in the following notes section. Include details about the planned content that was not actually covered.

^{**}T = trainer presentation, G = group discussion, P = pair/subgroup, I = individual

Notes:				
SECTION 3: PARTICIPANT ENGA	GEMENT			
Directions: Based on your observations and opiniticipants highly involved in each training activity. Pasidered based on whether they: (1) respond to solic etc.) and (2) are attentive (not distracted) during traitivariation in participation levels throughout the day a	rticipants' overal citations for part ning activities. In	l level of par icipation (qu the second	ticipation sho estions, grou table, select	ould be con- up activities,
Approximately what percentage of participants were engaged throughout (on average):	25% or less	25% to 50%	50% to 75%	about 100%
Whole-group activities				
Small-group activities				
Paired activities				
Individual activities				
Was variation in the level of participant engagement or participation due to the following (check all that apply):	Provide a brief e	explanation		
☐ Training strategy (for example, lecture, role-playing, small-group discussion)				
☐ Which trainer led the group				
☐ Topic/activity being discussed				
☐ Time of day (for example, more engagement in the morning)				
☐ Length of presentation/timing of breaks				
□ Other:				

NOTE BELOW:

1.	Any issues that need follow-up.
2.	Any additional information you consider necessary to capture the activities or logistics of this training session. Include comments on any feature of the session that may help to improve future sessions.
3.	Lessons for the next training session.