



TEACHING EVALUATION – FORMAL

Formal teaching is a planned teaching session to a number of staff, using a teaching plan, set venue, available resources and an evaluation .

Presenter:

Work Area:

Date:

CRITERIA FOR EVALUATION	OBSERVED	
	YES	NO
Prior to commencing the teaching session identify the knowledge / skill of the learner(s)	<input type="checkbox"/>	<input type="checkbox"/>
Structures the session to facilitate understanding on the part of the learner(s)	<input type="checkbox"/>	<input type="checkbox"/>
Appropriately identifies self and topic	<input type="checkbox"/>	<input type="checkbox"/>
Attempts to establish rapport with learner(s)	<input type="checkbox"/>	<input type="checkbox"/>
Clearly states objectives	<input type="checkbox"/>	<input type="checkbox"/>
Skill / knowledge demonstrated	<input type="checkbox"/>	<input type="checkbox"/>
Uses appropriate questioning points	<input type="checkbox"/>	<input type="checkbox"/>
Emphasizes and reiterates important points	<input type="checkbox"/>	<input type="checkbox"/>
Uses teaching aids competently and appropriately to provide variation and choice	<input type="checkbox"/>	<input type="checkbox"/>
Provides and uses appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly	<input type="checkbox"/>	<input type="checkbox"/>
Allows time, encourages questions, identifies need for clarification and identifies problem areas	<input type="checkbox"/>	<input type="checkbox"/>
Provides strategies for the learner(s) to practice a skill or demonstrate knowledge or understanding	<input type="checkbox"/>	<input type="checkbox"/>
Assesses achievement of objectives	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS:

Signature of Evaluator: _____ Date: _____