

2. PRESENTATION STYLE

OBSERVED BEHAVIORS?

Y N

- 2.1 Speak in a clear, strong voice? Y N
- 2.2 Speak neither too fast or too slow? Y N
- 2.3 Allow time for note taking? Y N
- 2.4 Use legible and clear visual aids? Y N
- 2.5 Pause to solicit learner's questions and comments? Y N
- 2.6 Use inclusive behaviors at involve all individual learners? Y N
- 2.7 Convey enthusiasm for the content and learning process? Y N

Notes and action:

4. INSTRUCTIONAL STRATEGIES

OBSERVED BEHAVIORS?

Y N

- 4.1 Use names? Y N
- 4.2 Maintain eye contact? Y N
- 4.3 Preview/review points? Y N
- 4.4 Ask directed questions? Y N
- 4.5 Conduct small group activities? Y N
- 4.6 Use case studies? Y N
- 4.7 Ask for application examples? Y N
- 4.8 Use humor effectively? Y N
- 4.9 Accept points of view different from your own? Y N
- 4.10 Recognize student contributions? Y N

Notes and action:

3. USE OF TECHNOLOGY AND OTHER RESOURCES

OBSERVED BEHAVIORS?

Y N

- 3.1 Integrate technology to match course or unit objectives? Y N
- 3.2 Explain how the resources fit course goals and your learner expectations? Y N
- 3.3 Use visuals and resource materials to organize, illustrate, or enrich content? Y N
- 3.4 Seek expertise of technicians and instructional designer before and during class sessions? Y N
- 3.5 Train learners in successful use of technology? Y N
- 3.6 Create active learning opportunities with the technology and other resources? Y N

Notes and action:

5. CLASSROOM MANAGEMENT

OBSERVED BEHAVIORS?

Y N

- 5.1 Begin and end class on time? Y N
- 5.2 Keep discussion focused? Y N
- 5.3 Anticipate questions and help students problem solve? Y N
- 5.4 Match your pace of presentation with class comprehension? Y N
- 5.5 Manage physical and psychological distractions where possible? Y N
- 5.6 Set up mutually agreed ground rules re: learner/instructor behaviors? Y N

Notes and action:
