



The North Carolina State Improvement Project
 Improving Instruction
 for Students With Disabilities

**Foundations of Reading
 Trainer Observation Form**

Teacher:	Observer:
LEA:	Date:
Beginning time:	Ending time:
Unit(s) taught:	Average Fidelity Score:
SCALE	

1 Additional work needed 2 Good, with some exceptions 3 Excellent

The purpose of this review is to evaluate and increase the effectiveness of a developing trainer's delivery of the training content. Results of this review will be used to help determine the effectiveness of the presentation and to guide the trainer in areas that may need improvement. Please circle the number which best describes your observation of the trainer's presentation. Space is provided below the items for written comments.

1. Smiles.	1	2	3
2. Makes eye contact with audience and moves around the room interacting with participants; does not stay behind a table or podium.	1	2	3
3. Well prepared for presentation (e.g. training materials, technology).	1	2	3
4. Does not read directly from trainer notes.	1	2	3
5. Appears confident with training content.	1	2	3
6. Uses anecdotal stories to illustrate and reinforce value of teaching concepts in depth.	1	2	3
7. Makes connections to previous units.	1	2	3
8. Promotes a climate of mutual respect.	1	2	3
9. Promotes active involvement of all participants.	1	2	3
10. Checks for understanding among participants.	1	2	3
11. Encourages participant questions.	1	2	3
12. Answers participant questions or promises to follow-up with answers.	1	2	3
13. Acknowledges contributions of participants.	1	2	3
14. Communicates clearly and logically using appropriate language.	1	2	3
15. Refers to and utilizes resource materials displayed.	1	2	3
16. Maintains fidelity to training agenda and training notes.	1	2	3
17. Appropriate pace is maintained throughout the training.	1	2	3
18. Adequate time is spent ensuring participant understanding.	1	2	3
19. Clearly communicates expectations for workshop assignments.	1	2	3
20. Overall, demonstrates enthusiasm for teaching course material.	1	2	3

Total number of points: _____ Total number of possible points: 60
Fidelity Score (divide total points by total number of items [20]): _____

Commendations:

Recommendations:

Observer Recommendation:

_____ I recommend that this apprentice trainer be added to the NCSIP list of recommended Foundations trainers.

_____ I recommend that this apprentice trainer engage in additional training as indicated below and that an additional observation be conducted at a later date.

Recommended Additional Activities:

Observer's Signature: _____