**Instructional Techniques Evaluation Form**

**Name of Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferable Debrief Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title of Lesson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lesson Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Aspects to verify: | **Yes** | **No** | **Improvements** |
| 1.Did you do a lesson Plan |  |  |  |
| 2.Did you state the lesson objective |  |  |  |
| 3.Did you understand the evaluation form |  |  |  |
| 4.Did you have one or two extra instructors for assistance |  |  |  |
| 5. Did you prepare adequate visual aids |  |  |  |

**Period of Evaluation:\_\_\_\_\_\_\_\_\_\_\_ (Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

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| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

1. **Preparation: Did the Instructor:**

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| --- | --- | --- | --- | --- |
| Install the classroom adequately |  |  |  |  |
| Install the classroom adequately enough for activities |  |  |  |  |

1. **Introduction: Did the Instructor:**

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| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.State previous lesson and state the mission of the class |  |  |  |  |
| 2.State (What) and the teaching points |  |  |  |  |
| 3.State (Why) the lesson is important |  |  |  |  |
| 4.Sate (Where) and in what context this information will apply to |  |  |  |  |
| 5.State the evaluation (if applicable) |  |  |  |  |
| 6.State the rules and the precautions for the lesson |  |  |  |  |

**C: Body: Did the Instructor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. State the TP |  |  |  |  |
| 2.Does the instructor have adequate knowledge on the subject |  |  |  |  |
| 3.Give clear and precise examples for each TP |  |  |  |  |
| 4.Give clear demonstrations for each Performance Check (activity) |  |  |  |  |
| 5.Give supervised practical exercises to the candidates after demonstrating |  |  |  |  |
| 6.Make corrections when needed |  |  |  |  |
| 7.Inform the cadets on their progress throughout the lesson |  |  |  |  |
| 8. Use verbal support to emphasize main teaching points |  |  |  |  |
| 9.Give appropriate timings for each Tp and activity (explanations, demonstrations and practice exercises) |  |  |  |  |

**D: Confirmation: Did the Instructor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1.Confirm the material after each TP |  |  |  |  |
| 2.Give a precise confirmation at the end of the lesson |  |  |  |  |

**E: Other Points: Did the Instructor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Use proper question techniques |  |  |  |  |
| 2.Use a variety of questions |  |  |  |  |
| 3.Use the visual aids correctly and the proper course material |  |  |  |  |
| 4.By the instructors personality, did the instructor have a high level of interest, enthusiasm and was dynamic |  |  |  |  |

**F: Conclusion: Did the Instructor:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description:** | **Yes** | **Developing** | **No** | **Remarks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Re-state the MTP’s |  |  |  |  |
| 2. Restate the what and why of the lesson (5 W’s) |  |  |  |  |
| 3. Leave an open door of the instructors availability for future help and questions |  |  |  |  |
| 4. Inform the class of the upcoming period |  |  |  |  |

**Noted improvements since previous evaluation/Other Comments:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Debrief Instructor- Following the Course Evaluation (Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

1. Mention that the goal of the interview is to improve his/her instruction abilities
2. Ask the instructor how he/she thought the course went (In their point of view)

**4.** State the Instructors strong points (expressing the principles of instruction)

|  |
| --- |
| **Point #1:** |
| **Explanation:** |

|  |
| --- |
| **Point #2:** |
| **Explanation:** |

|  |
| --- |
| **Point #3:** |
| **Explanation:** |

**5.** Explain the points of amelioration in accordance with the lesson and explain the solutions in order for improvement:

|  |
| --- |
| **Point #1:** |
| **Explanation:** |
| **Solution:** |

|  |
| --- |
| **Point #2:** |
| **Explanation:** |
| **Solution:** |

|  |
| --- |
| **Point #3:** |
| **Explanation:** |
| **Solution:** |

**6.** Ask the Instructor is they have any question regarding the points previously discussed

**7.** Give an adequate summary of all points needed for improvement

**8.** Ensure to leave an open door of your availability in order to aid the instructor

**9.** Conclude the interview and re-motivate the instructor.

|  |
| --- |
| **Obtained Result:**  **P: Passed DS: Did not Succeed** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature of Evaluator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I read and understand the course evaluation:**  **Signature of Instructor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |