Training Session Checklist - Observer's Form

Trainer's Name: _____

Task to be trained: _____

Features	Yes	No	Comments
Before the session			
Training needs and characteristics of individual identified prior to session			
Appropriate location, resources and equipment organised and set up prior			
Training outcome and criteria; conditions defined & explained			
Resources, assessment & training methods identified			
Training aid/s developed			
Task breakdown completed			
Delivery of session			
Introduction			
Greeting, linkage, outcome, strategies, assessment, safety explained			
Body			
Training aid used effectively			
Courtesy and respect displayed			
Explanation of context and task			
Whole task demonstrated			
Quality & safety standards modeled			
Task repeated slowly			
Learner talked through the task			
Questioning used			
Appropriate position occupied			
Jargon explained			
Key/special points highlighted			
Closely supervised practice undertaken			
Constructive feedback provided			
Learner encouraged/praised			
Learner encouraged to comment on own progress			
Practice reinforced/repeated			
Conclusion			
Review, linkage			
Readiness for assessment monitored			
Appropriate evidence collected by suitable methods			
Learner informed sensitively of outcome			
Remedial training identified and arranged			

After the Training & Assessment Session			
Results of training & assessment recorded according to legislation & enterprise			
Feedback on this session provided by both learner and trainer			
Adjustments to session plan recommended			
Other training opportunities discussed with learner and other personnel			

Competent ☐ Not Yet Competent ☐

Trainer's signature and date: _____

Observer's signature and date: _____

Observer's name and job title: _____

Observer's Qualifications relevant to this situation: _____

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