

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Skill: Classroom Management

EVIDENCE OF COMPETENCY

Time

Lesson plan immediately available

Lesson plan followed

All materials prepared before class

Students fully engaged

A sense of urgency demonstrated during practice sessions

Maximum number of student rotations in time allotted

Extra time used for practice or questions

People

Respectful language used

Students not put "on the spot"

Non-verbal communication addressed

Disruptive behavior recognized

Reasons for disruptive behavior determined

Conflicts and disruptions resolved

Instructor modeled positive attitude regarding agency, course material, students, etc.

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Space/Equipment/Supplies

Instructor visible during lectures and demonstrations

Work areas laid out to maximize observation by instructor

Sufficient space available to employ instructional technique

Sufficient equipment and supplies available for number of students **(required by Guideline)**

Work areas laid out to ensure safety of students and instructors **(required by Guideline)**

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Lecture

(Use with media techniques form if appropriate)

EVIDENCE OF COMPETENCY

Lesson plan followed

- Only “must know” material covered
- First aid information met OFA standard
- Key points highlighted

Review questions used

Communication

Appropriate listening skills used

Tone of voice varied

Lecture clearly heard by entire class

Vocabulary and examples adapted to participant experience

Positive body language used

Enthusiasm and confidence shown

Student signals of positive/negative feedback, comprehension and agreement recognized and responded to

Meaning of student questions clarified

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Media Techniques

(Use with lecture form when appropriate)

EVIDENCE OF COMPETENCY

Audio-visual equipment checked

Instructor confirmed all students able to see

Instructor confirmed all students able to hear

Media used to clearly enhance objective

Flip charts used correctly

Overhead transparencies used correctly

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Demonstration

EVIDENCE OF COMPETENCY

Demonstration

Equipment organized prior to demonstration and participant practice

Instructor guide/lesson plan utilized

Verbal confirmation that all students can see instructor

Demonstration technique process:

- real speed demonstration
- step-by-step demonstration with explanation for each step
- over-emphasize actions and movements for clarity and visibility
- final real speed demonstration to tie the skills together

First aid demonstrated met OFA standard

Time limits adhered to

Practical session started immediately after demonstration

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Modified demonstration

Used to add a new component to an existing skill

Each step up to the new skill verbalized for review,
then new component demonstrated

Students do not skip steps

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Skill: Questioning	
EVIDENCE OF COMPETENCY Overhead questioning technique is used (pose, pause, direct) Questions are: <ul style="list-style-type: none">○ Clearly pronounced○ To the point○ Brief○ Within students' vocabulary○ Important information only Answers are confirmed understood and accepted by the group Correct answer not inferred through the question format, tone of voice, etc. Variety of question types used (open-ended, probing, re-directed, closed) Questions asked by students are answered honestly; instructor offers to find correct answer if unsure	OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY
Recommendations:	Follow Up Action/Remediation (if required): Date: Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Skill: Critiquing/Positive Corrective Feedback

EVIDENCE OF COMPETENCY

Process

Feedback provided immediately after behavior observed

Most important error critiqued first

Feedback limited to a few points

What was done well was specifically identified

Student involved in analyzing the error through questions

Correction confirmed with the student

Communication

Feedback given to improve performance

Error discussed rather than individual

Constant praise avoided

Student dignity and self-esteem preserved

Non-judgmental language used

Feedback "sandwich" used (identify correct performance, identify incorrect performance, provide suggestions on how to improve)

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Troubleshooting

Appropriate remedial interventions selected for student errors

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Military Drill
(Use with critiquing/positive corrective feedback form)

EVIDENCE OF COMPETENCY

Process

Lesson plan followed

Military drill procedure explained by the instructor

Military drill used to

- o introduce new skills, or
- o repeat skill if students have difficulty during student practice

Instructor positioned to monitor whole group

Each step of drill controlled by the instructor

First aid demonstrated met OFA standard

All errors corrected before proceeding to the next step

Minimum time lost on student rotations

Corrective feedback used

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Communication

Speech non-judgmental and respectful

Instructions given slowly and clearly

Students faced when instructions given

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Student Practice

EVIDENCE OF COMPETENCY

Students proceed at own speed

Instructor circulates among class

Individual errors quickly corrected

Each student provided with feedback

Lesson plan used

Students work with a sense of urgency

Student practice stopped when all have difficulty with the skill

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Priority Action Drill (PAD)

(Use with critiquing/positive corrective feedback form)

EVIDENCE OF COMPETENCY

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Rotation planned and followed

Used only after military drill or student practice indicates sufficient student skill level

Used for critical interventions only

Procedure explained by the instructor

All students working with a sense of urgency

All students checked

Minimum time lost on student rotations

Scenarios changed for variety

Corrective feedback used

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date:

INSTRUCTOR NAME: _____

MONITOR NAME: _____

Instructional Technique: Situation Practical (Level 2 and 3 only)

EVIDENCE OF COMPETENCY

Organizational plan and scenarios prepared and followed

- **Variety of scenarios used for each group**
- **Start up sheet used**
- **Student checklists used**

Students proceed at own speed

Students always engaged

Students work with a sense of urgency

One group debriefed at a time

General awareness of entire class activity while debriefing each group

Each group monitored with minimum interruption

Each student evaluated on completion of scenario or skill

Further scenarios assigned for weak areas

OBSERVATIONS THAT PROVIDE EVIDENCE OF COMPETENCY/LACK OF COMPETENCY

Recommendations:

Follow Up Action/Remediation (if required):

Date:

Next Monitoring Date: