

## Master Trainer Certification Program Peer Observation Worksheet

Date:

Trainer Name:

Peer Observer:

Location of Observation:

Number of Participants:

### NON-NEGOTIABLES

\_\_\_\_\_ The trainer arrived early and had the room set up when participants arrived.

\_\_\_\_\_ The trainer followed the training as laid out in the PowerPoint Notes. While it's not necessary to follow the script word-for-word, it's important not to stray from the message.

\_\_\_\_\_ The trainer stayed to the prescribed timing.

\_\_\_\_\_ The trainer started the training on time.

**Comments**



LITERACY  
**FORWARD**

## SELF-SELECTED FOCUS AREA

Select two areas you'd like to work on and share this with your observer. Good choices for areas of concentration include:

- The trainer was knowledgeable about English Forward, second language acquisition, and working with adults
- The trainer clearly modeled all activities
- The trainer was comfortable with the training content and did not need to rely on the Presentation Notes the majority of the time
- The trainer positively reinforced participants
- The trainer encouraged a comfortable and safe environment
- The trainer effectively engaged participants
- The trainer encouraged group participation
- The trainer handled problems effectively
- The trainer worked well with the co-presenter
- The trainer effectively responded to participants' questions and comments

**Write your focus areas here:**

*Prior to the observation, discuss your focus areas with your peer observer. After the observation, take time to share your own thoughts about your focus areas, your peer observer's observations, and discuss ways to continue making progress in these areas.*

**Comments**