

Class Observation Form

Name of Trainer: _____ Observation Date: _____
 Programme Title: _____ Observation Begin Time: _____
 No. of Learners Present: _____ Observation End Time: _____

Part One: Instruction Method (Please ✓ as appropriate.)

No.		Strongly Disagree		Agree		Strongly Agree		N.A.
		1	2	3	4	5	6	
Q1	Trainer uses adequate variety of delivery methods (e.g. case studies, discussion, etc.).							
Q2	Trainer uses appropriate technology (e.g., multimedia, electronic gradebook, etc.).							
Q3	Trainer provides clear directions for group work/exercises.							
Q4	Trainer provides effective and clear linkage and transition.							
Q5	Trainer checks learners' learning and understanding.							

Part Two: Content or Subject Knowledge (Please ✓ as appropriate.)

No.		Strongly Disagree		Agree		Strongly Agree		N.A.
		1	2	3	4	5	6	
Q1	Trainer demonstrates well understanding of the intended learning outcomes.							
Q2	Trainer provides adequate coverage on different areas in the syllabus.							
Q3	Trainer is knowledgeable about the subject matter.							
Q4	Trainer uses examples and/or illustrations to explain content.							
Q5	Trainer recommends key resources for further study.							

Part Three: Learners Interaction (Please ✓ as appropriate.)

No.		Strongly Disagree		Agree		Strongly Agree		N.A.
		1	2	3	4	5	6	
Q1	Trainer encourages learners to participate.							
Q2	Trainer manages learners' interactions effectively.							
Q3	Trainer welcomes and respects diverse viewpoints.							
Q4	Trainer treats learners equitably.							
Q5	Trainer motivates learners to continuous learning.							

Part Four: Communication (Please ✓ as appropriate.)

No.		Strongly Disagree		Agree		Strongly Agree		N.A.
		1	2	3	4	5	6	
Q1	Trainer is enthusiastic about the subject matter.							
Q2	Trainer makes materials interesting to learners.							
Q3	Trainer responds to question clearly and promptly.							
Q4	Trainer uses speech that is audible, distinct, and appropriately paced.							
Q5	Trainer uses appropriate and clear language.							



Part Five: Virtual Classroom Training Checklist (Please ✓ as appropriate.)

No.		Yes	No	N.A.
Q1	Technical Assistant has verified the identity of the learner.			
Q2	Technical Assistant has reminded learner to ensure that they have texted "sign in" & "sign out" in the chat box before and after the class and/or any courtesy leave for attendance record purpose.			
Q3	Learner has received teaching materials beforehand electronically.			
Q4	Technical Assistant had timely response to learner for technical support or enquiry.			
Q5	Lighting, room setting and sound system for Virtual Classroom Training were well prepared.			
Q6	The Zoom features (e.g. engagement through the "Raise Hand" and chat features etc.) were explained clearly by Trainer /Technical Assistant.			

Other Comments

Q1 Area of strengths:

Q2 Areas for enhancement:

Q3 Other comment:

Observer's Name: _____

Date: _____

Observers' Signature: _____