

Pass

Fail

LESSON MONITORING GUIDE

VERSION Mar 2004 (Mod3)

LAST NAME: _____ DATE: _____ COURSE: _____

LESSON TITLE: _____ PO/EO: _____

 KNOWLEDGE LESSON

 SKILL LESSON

CRITERIA		COMMENTS	2	1	0
PREPARATION FOR INSTRUCTION					
1.	Set up Orientation board				
2.	Checked training aids				
3.	Set up classroom in a functional formation.				
4.	Instructor had a lesson plan				
LESSON INTRODUCTION					
5.	Stated what the trainee will learn.				
6.	Stated why it is important.				
7.	Stated where this knowledge or skill will be applied.				
8.	Gave a control statement.				
9.	Demonstrated steps to follow / finished product (skill lesson only).				
BODY OF LESSON					
10.	Divided lesson into stages.				
11.	Provided explanation to support teaching points (knowledge lesson). Demonstration with explanation to support steps (skill lesson).				
	12.		Provided opportunity for practice (skill lesson only)		
CONCLUSION					
13.	Summarized lesson (restate the objective of the lesson and the main teaching points).				
14.	Emphasized critical factors.				
15.	Re-motivated trainees.				
TIME MANAGEMENT					
16.	Completes lesson within time allotted. (+/- 10%)				

INSTRUCTOR'S DEPARTMENT					
17.	Attitude.				
18.	Appearance.				
19.	Confidence.				
20.	Gestures.				
21.	Eye Contact.				
22.	Voice.				

PRINCIPLES OF INSTRUCTION		COMMENTS	Yes	No	N/A
INTEREST					
23.	Demonstrated enthusiasm.				
24.	Used training aid(s).				
25.	Training aids were relevant to the lesson.				
COMPREHENSION					
26.	Demonstrated knowledge of subject.				
27.	Gave explanations at level of trainees.				
28.	Presented lesson in attainable steps & logical sequence.				
EMPHASIS					
29.	Spent time relative to each TP.				
30.	Emphasized material using verbal support (CREST).				
31.	Used voice variation and gestures.				
PARTICIPATION					
32.	Had students participate in the learning process through questions or hands-on practice.				
33.	Supervised effectively.				
34.	Encouraged questions from class.				
35.	Used thought-provoking questions (knowledge lesson only).				
36.	Encouraged expression and class solutions. (knowledge lesson only).				
ACCOMPLISHMENT					
37.	Stated test objective.				
38.	Praised and rewarded success.				
39.	Informed trainees of results.				
CONFIRMATION					
40.	Confirmed the main teaching points.				
41.	Used appropriate question technique.				
42.	Tested all trainees at end of lesson.				

Shaded items should be emphasized

COMMENTS:	
Strengths:	Areas for Improvement:
_____	_____
_____	_____
_____	_____
_____	_____
Other:	

TOTAL:	
/84	
<i>Minimum 75% (63 points) to pass</i>	
PASS %	FAIL %

CANDIDATE'S SIGNATURE

DATE

INSTRUCTOR'S SIGNATURE