



Discussion Leader Coaching Form

DL Name: _____
Class topic: _____

Observer: _____
Date: _____
Location: _____

Rating scale 1-5 : 1 is lowest; 5 is highest

Preparation

Rating 1-5 _____

- ☐ Arranged setting?
- ☐ Organized materials?
- ☐ PowerPoint loaded and ready?
- ☐ Welcomed participants?

Facilitation

Rating 1-5 _____

- ☐ Effective introduction?
- ☐ Demonstrated good facilitation techniques?
- ☐ Used handouts, PowerPoint, flipcharts, etc. skillfully?
- ☐ Appropriate pace?
- ☐ Used appropriate non-verbal skills?
- ☐ Spoke clearly? Projected voice?

Learning Environment

Rating 1-5 _____

- ☐ Made the learning interesting?
- ☐ Addressed disruptive behavior politely?
- ☐ Used relevant examples?
- ☐ Handled incorrect answers appropriately?
- ☐ Reinforced positive behavior?

Encourage Participation

Rating 1-5 _____

- ☐ Made eye contact with all participants?
- ☐ Appeared relaxed and pleasant?
- ☐ Encouraged all to share ideas?
- ☐ Used encouraging body language?
- ☐ Provided reinforcement for participation?
- ☐ Exhibited non-judgemental behaviors?

Communicate Content & Process

Rating 1-5 _____

- ☐ Knowledge of the materials?
- ☐ Organized delivery?
- ☐ Asked probing questions to elicit desired response?
- ☐ Listened well?
- ☐ Checked for participant understanding?
- ☐ Made smooth transitions?
- ☐ Effectively managed small group discussions? (breaking into groups, bringing small groups back together, and debriefing?)

Deal with the Unexpected

Rating 1-5 _____

- ☐ Handled unexpected events?
- ☐ Managed difficult situations or participants?
- ☐ Displayed flexibility?
- ☐ Managed time and topics?

Ensure Learning Outcomes

Rating 1-5 _____

- ☐ Assessed individual learning?
- ☐ Summarized key points to ensure understanding?
- ☐ Acknowledged participants' answers?
- ☐ Reviewed learning objectives at conclusion?

Establish Credibility

Rating 1-5 _____

- ☐ Demonstrated understanding of and comfort w/content?
- ☐ Displayed confidence?
- ☐ Maintained composure?

Observer's Comments below:

Strengths

Opportunities

General Comments

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