



**PROMPT – Small Group Facilitation Observation Feedback Form**

**Observer:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<p><b>Establishes the Learning Environment</b>  <i>eg. takes time to check in/connect with learners, asks about learning needs/goals for session and negotiates how to incorporate if possible, determines prior knowledge/experience, encourages questions, actively listens, sets expectations for group interaction, encourages questions or other points of discussion/clarification, reinforces importance of feedback</i></p>	<p>Comments/Observations: (include actions to continue, stop, start/adapt/grow)</p>
<p><b>Promoting Learners’ Engagement</b>  <i>eg. relaxed tone, not distracted, uses questions for clarification or to probe reasoning, encourages information and experience sharing, provides real-life examples, able to determine appropriate timing for intervention</i></p>	
<p><b>Method of Teaching</b>  <i>eg. adheres to learning objectives of session, appropriate timing for intervention, models and encourages critical thinking, models professional behaviours, teaches at or slightly above level of learners.</i></p>	
<p><b>Managing the Session</b>  <i>eg. reinforces learning goals, limits digression in group discussions, timely guidance, highlights key teaching points, encourages good resource management, time used efficiently.)</i></p>	
<p><b>Feedback</b>  <i>eg. Solicits and provides <b>T</b>imely, <b>A</b>ppropriate, <b>C</b>onstructive and <b>T</b>houghtful feedback that facilitates growth and application (<b>TACT</b>) (informational not judgmental, “consider...” rather than directive, provide options) where possible)</i></p>	