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

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

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| **Establishes the Learning Environment**  *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* | Comments/Observations: (include actions to continue, stop, start/adapt/grow) |
| **Promoting Learners’ Engagement**  *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* |
| **Method of Teaching**  *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.* |
| **Managing the Session**  *eg. reinforces learning goals, limits digression in group discussions, timely guidance, highlights key teaching points, encourages good resource management, time used efficiently.)* |
| **Feedback**  *eg. Solicits and provides Timely, Appropriate, Constructive and Thoughtful feedback that facilitates growth and application (TACT)*  *(informational not judgmental, “consider…” rather than directive, provide options) where possible)* |