Columbia College
Centre for Facilitating, Learning and Assessment

FACILITATOR OBSERVATION TOOL

This Facilitator Observation Tool contains four criteria tables:

1. *Presents a Professional Image of Columbia College*
2. *Facilitates the Achievement of Learning Objectives*
3. *Uses Appropriate Communication Techniques*
4. *Manages Student Group Tasks*

The following key is used in the tool:

☐ **E**:   Exceeds Expectations

☐ **M**:   Meets Expectations

☐ **D**:   Developing

☐ **NI**: Needs Improvement

☐ **NA**: Not Applicable / Not Observed

Please note: Not all descriptors are used for all questions.

Facilitator :
_____

Date of Observation :
_____

Course of Observation :
_____

Observer
_____

Document Name: Facilitator Observation Tool
Document Number: ADM-F126
Revision #3   NOTE: Revisions to this document can be made following procedures outlined in Document #ADM-P014 – Document Control Policy and Procedures

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Facilitator Observation Tool

1. *Presents a Professional Image of Columbia College*

	Standard	Comments
Dresses Professionally		
Dress and presents oneself if a professional manner relative to the teaching environment and profession.	M	
	NI	
Arrives Prepared at the Classroom Site		
Arrives in advance of the start time, arranges the learning area for interaction among students and starts on time.	M	
	NI	
Displays Interest and Enthusiasm		
Display interest and enthusiasm in facilitating learning and working with students.	E	
	M	
	D	
	NI	
Sets Up and Tests Equipment		
Tests and sets up all equipment (AV, laptop, audio, slides etc.) before students arrive.	E	
	M	
	D	
	NI	

2. *Facilitates the Achievement of Learning Objectives*

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	Standard	Comments
Applies the Columbia College Facilitation Model		
Applies the Columbia College Facilitation model.	E	
	M	
	D	
	NI	
Applies a Variety of Facilitative Techniques		
Uses a variety of facilitation techniques.	E	
	M	
	D	
	NI	
	NA	
Assesses Student Knowledge/Skill Levels		
Uses at least three authentic methods to assess students' knowledge/skill levels in the class/course.	E	
	M	
	D	
	NI	
	NA	
Use of Student Life/work Experience		
Uses students' life/work experience to enhance the course materials and create links with the course material.	E	
	M	
	D	
	NI	
	NA	

	Standard	Comments

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Displays Knowledge of Class/Lesson Content		
Demonstrates knowledge of the class/lesson content and is able to fully answer questions posed by students.	**E**	
	ME	
	D	
	NI	
	NA	
Critical Thinking Skills		
Plans activities or encourage discussions that develop student critical thinking and reasoning skills.	**E**	
	ME	
	D	
	NI	
	NA	
Engages Students in Interactive Learning Activities		
Designs activities to stimulate students to ask questions, explore new ideas, and engage in discussion.	**E**	
	ME	
	D	
	NI	
	NA	

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Assigns Homework		
Assigns homework that is useful, clear, organized and understood by learners.	**E**	
	ME	
	D	
	NI	
	NA	
Respects Timelines		
Respects recommended timelines and addresses all learning objectives within these timelines.	**M**	
	NI	

3. *Uses Appropriate Communication Techniques*

	Standard	**Comments**
Uses Voice Presentation Techniques		
Uses his or her position within the classroom and voice in a manner that captures students' attention, engages students and reinforces learning.	**E**	
	ME	
	D	
	NI	
	NA	
Uses Listening Techniques		
Uses a variety of listening and questioning techniques and adapts them to suit both individuals and groups.	**E**	
	ME	
	D	
	NI	
	NA	

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Uses Non-Verbal Communication Techniques		
Uses non-verbal cues to enhance the message being delivered while ensuring that non-verbal cues are consistent with that message.	**E**	
	ME	
	D	
	NI	
	NA	
Uses Respectful Language and Treatment		
Uses language and treatment that is respectful and treats each student equally regardless of race, ethnicity, gender, age, disability or religion, consistent with students being adult learners.	**M**	
	NI	
Uses Technology/Software to Support Student Learning		
Uses technology/software to support and/or supplement teaching and learning when and where appropriate.	**E**	
	ME	
	D	
	NI	
Provides Feedback		
Is objective and fair in the evaluation of student work and engages students in formal/informal two-way conferencing to review their performance.	**E**	
	ME	
	D	
	NI	

Reviews and Debriefs Activities		
Reviews activities and debriefs them in a manner that encourages students to reflect on the learning objectives and explains the purpose of each task or relating tasks to one another.	**M**	
	NI	

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4. Manages Student Group Tasks

	Standard	Comments
Explains Group Tasks		
Explains group tasks clearly and creates an environment where students take responsibility for completing tasks.	E	
	ME	
	D	
	NI	
	NA	
Encourages Group Interaction		
Creates and modifies groupings to enhance interaction and learning	E	
	ME	
	D	
	NI	
	NA	
Monitoring Group Processes		
Circulates through the instructional space monitoring group progress, answering questions, clarifying the nature of group tasks and facilitating pacing.	E	
	ME	
	D	
	NI	
	NA	

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Observer Summary Comments:

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Goal Setting and Action Planning Sheet

Criteria	The goals I plan to achieve are…	I will take this action to meet my goals…	The deadlines to meet my goals are…	I will know that I have met my goals by…
Outcome: Provides Support to Enhance Students' Learning				
Presents a professional image of Columbia College				
Facilitates the achievement of learning objectives				
Uses appropriate communication techniques				
Manages student group tasks				

Facilitator's Name:	**Facilitator's Signature:**	**Date:**
Observer's Name:	**Observer's Signature:**	**Date:**

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