

Chicago Southeast Diabetes Community Action Coalition

Form B.7



(Reviewed and Approved)

EDUCATIONAL SESSION OBSERVATION FORM

Date: _____ Group: _____ Session/Module #: _____ Topic: _____

OBSERVER: _____

FACILITATORS: _____

Total Participants: _____ Family members: _____ No. arrived late: _____

Other participants: _____ No. Excused: _____

How would you rate attendance today? Any external barriers (weather)?	
Was this session implemented as planned? How did implementation differ from plan?	
How comfortable was the space for learning? (Lighting, temperature, seating)	
1-10	On a scale of 1 to 10 with 1 representing very bad and 10 representing excellent, how would you rate the facilitators? EXPLAIN
	making participants comfortable
	understanding\knowledge of content\goals

Southeast Chicago Diabetes Community Action Coalition

	listening \answering questions
	involving participants in activities
	handling transitions (opening, breaks, closing)
	speaking
	providing clear instructions/purpose
	time management\timing
	collaboration/support between facilitators
	focusing\leading discussion
	addressing sociocultural issues
	finding teaching opportunities based on participant needs

**Chicago Southeast Diabetes Community Action Coalition
Form B.7**

	providing psychosocial help
1-10	(On a scale of 1 to 10 with 1 representing very bad and 10 representing excellent), how would you rate today's group participation: EXPLAIN>
	listening\paying attention
	asking questions
	taking notes\workbook
	active participation in discussions
	sharing experiences\resources (making supportive statements)
	sharing feelings/concerns
	overall involvement
	demonstrating learning

List participants who demonstrated good health promoter special skills and

Southeast Chicago Diabetes Community Action Coalition

leadership:

Was this session recorded by: Tape Video Notes

WHAT DID YOU LIKE THE MOST ABOUT THIS SESSION? WHAT DID YOU LEARN?

WHAT COULD THE FACILITATOR(S) HAVE DONE DIFFERENTLY?

What could support staff OR host agency staff have done better?

WHAT DID YOU LIKE THE LEAST ABOUT THIS SESSION? WHAT TURNED YOU OFF?

HOW SHOULD MODULE CONTENT AND ITS ACTIVITIES-SEQUENCE/FLOW BE MODIFIED?

FOLLOW-UP ACTIONS NEEDED:

COMMENTS