Observation Worksheet

(For use of this form, see TRADOC Pam 350-70-4; the proponent is DCSOPS&T)

SECTION I - Training Development

PART I - Administrative Data

1. School:	2. Course/POI:
3. Date:	4. Name of Evaluator:

PART II - Course Design/Implementation Plan

1. POI File No:

2. Lesson Plan (LP)/Training Support Package (TSP)

3. LP/TSP approved IAW local policy?　YES ☐　NO ☐　4. Date LP/TSP approved:

5. LP/TSP risk assessed?　YES ☐　NO ☐　6. LP environmentally assessed?　YES ☐　NO ☐

7. POI time matches LP time?　YES ☐　NO ☐

8. POI Method of Instruction matches LP Method of Instruction?　YES ☐　NO ☐

9. Foreign disclosure statement listed?　YES ☐　NO ☐　10. POI date:

11. CMP date:　12. Critical Task List date:

13. TLO/ELOs written IAW TR　YES ☐　NO ☐　13a. If "NO", mandatory recommendation for rewrite:

14. TLO/ELOs match POI?　YES ☐　NO ☐　14a. If "NO", mandatory comments/recommendations:

15. Is doctrine current?　YES ☐　NO ☐　15a. If "NO", mandatory comments/recommendations:

16. Does doctrine reflect COE?　YES ☐　NO ☐　16a. If "NO", mandatory comments/recommendations:

17. LP task on Critical Task List?　YES ☐　NO ☐　17a. If "NO", mandatory comments/recommendations:

18. LP task in LOI?　YES ☐　NO ☐　18a. If "NO", mandatory comments/recommendations:

19. LP time/MOI on TMA sheet?　YES ☐　NO ☐　19a. If "NO", mandatory comments/recommendations:

PART III - Section I Performance Rating

GO - At least 75% of the evaluated items (Part II, Items 3-19) were rated "GO".
NO GO - Less than 75% of the evlauated items were rated "GO". Command emphasis needed.

PERFORMANCE RATING　　　**GO** ☐　　　**NO GO** ☐

SECTION II - Training Management

PART I - Administrative Data

1. School:		2. Course/POI:	
3. Date:		4. Name of Evaluator:	

PART II - Training Resource Material

1. LP equipment in POI?	YES		NO		If "NO", mandatory comments and recommendations:

2. LIN/nomen IAW FedLog?	YES		NO		If "NO", mandatory comments and recommendations:

3. POI reflects udpated AV equipment requirements/Classroom XXI requirements:		YES		NO	

4. LP facilities in POI?	YES		NO		If "NO", mandatory comments and recommendations:

5. LP ammo in POI?	YES		NO		If "NO", mandatory comments and recommendations:

6. LP TADSS in POI?	YES		NO		If "NO", mandatory comments and recommendations:

PART III - Training Ratios

	Required	Assigned	Available	Comments
1. Instructor/Student				
2. Equipment/Student				
3. Drill/Student				
4. Operator/Student				

PART IV - Other Areas

	GO	NO GO	NA	Comments
1. Facilities				
2. Safety				
3. Other (specify):				

PART V - Training Implementation

Deviation from LP/POI:	

a. Caused by:	b. Explanation:	c. Status				
		Reported:	YES		NO	
		Recurring:	YES		NO	
		Safety Impact:	YES		NO	

GO - At least 75% of the evaluated items (Part II, 1-6) were rated "GO" and all applicable sections in Parts III and IV matched the LP/TSP/POI or have a waiver.
NO GO - Less than 75% of the evaluated items were rated "GO" or waiver(s) not available.

GO		NO GO	

SECTION III - Instructor Checklist

PART I - Administrative Data

1. School/Course:		2. Class Number:		3. Date:	

4. Name of Instructor/SGL:		5. Rank/MOS/SC:	

6. Instructor Qualified IAW TRADOC Reg 350-70?	YES		NO	

PART II - Evaluation

A. Administrative Preparation	GO	NO GO	NA	Comments
1. Visitor's book was current and available.				
a. TSP, Student H/O at visitor's area.				
b. Training schedule available.				
c. ITC Certificate of Memo of certified instructors.				
d. Visitor's sign-in sheet.				
e. Student roster.				
f. Range Safety/Demo Certification.				
g. Inclement Weather Plan.				
h. Risk Management Worksheet/Daily Risk Assessment.				
i. Medevac Plan.				

B. Classroom Preparation	GO	NO GO	NA	Comments
1. Lesson plan current, DOTD and DOT approved, and IAW POI.				
2. Classroom had adequate lighting; neat; orderly; and free from noise and interruptions. Seating arrangement appropriate. Class prepared prior to training.				
3. Training materials, aids, and safety equipment available and serviceable prior to training.				

C. Introduction	GO	NO GO	NA	Comments
1. Used a motivational statement that explains the relevance and importance of the task.				
2. Displayed and clearly stated the Learning Objectives (Action, Condition, Standard), and briefly outlined the sequence of the lesson.				
3. Stated the Risk Assessment Level, warnings, safety hazards, and the environmental				
4. Explained how the objective would be tested.				

D. Demonstration Techniques	GO	NO GO	NA	Comments
1. Ensured students could see all parts of demonstration.				
2. Steps were properly demonstrated.				
3. Students were involved in demonstration, if appropriate.				
4. Assisted students as needed.				
5. Gave on-the-spot corrections and praise.				

SECTION III - Instructor Checklist (cont)				
E. Hands-on Training Method	GO	NO GO	NA	Comments
1. Summarizeds points covered during the demonstration.				
2. Gave detailed directions before the practical exercise.				
3. Ensured students performed the practical exercise				
4. Provided timely feedback.				
5. Ensouraged group members to participate.				
6. Conducted an after action review with the students after practical exercise.				
F. Communication Skills	GO	NO GO	NA	Comments
1. Used correct enunciation and grammar.				
2. Do not excessively use distracting mannerisms such as "Ah", "OK", and "You know".				
3. Instructor's voice quality, volume, and variations (pitch, rate, and inflection) were adequate.				
G. Question/Answer Techniques	GO	NO GO	NA	Comments
1. Questions were phrased clearly and to the point (ask, pause, call, respond, evaluate).				
2. Questions were appropriate for the lesson.				
3. covered all key points with questions.				
4. Students's questions were answered adequately.				
H. Presentation Skills	GO	NO GO	NA	Comments
1. Made eye contact with all students.				
2. Movement and gestures were natural and appropriate.				
3. Instructor was poised and enthusiastic.				
I. Use of Training Aids/Materials	GO	NO GO	NA	Comments
1. Training aids, instructional materials, and equipment listed in POI were used appropriately.				
2. Whiteboard and/or other visual aids were used in an effective manner.				
J. Classroom Management	GO	NO GO	NA	Comments
1. Maintained proper control of the class.				
2. Used appropriate techniques to assist and motivate.				
3. Managed time appropriately lesson was well paced.				
4. Encouraged student participation.				
K. Test Management	GO	NO GO	NA	Comments
1. Maintained accountability of tests.				
2. Complied with Test Administration Guide (TAG).				
3. Test matched method of training.				

SECTION III - Instructor Checklist (cont)				
4. Test evaluated what was trained.				
5. Conducted AAR with students.				
L. Instructor Preparation	**GO**	**NO GO**	**NA**	**Comments**
1. Demonstrated knowledge of class material.				
2. Explained key performance points.				
3. Followed the sequence as outlined in the lesson plan.				
4. Covered all objectives.				
5. Used smooth transitions.				
6. Put training activity into job context at least once.				
7. Ensured all students could see and hear all instructions.				
8. Properly used internal summaries.				
9. Properly conducted lesson summary (see 9a - 9d below).				
a. Restated action.				
b. Restated main learning steps.				
c. Checked on learning.				
d. Provided closing summary.				
M. Personal Qualities	**GO**	**NO GO**	**NA**	**Comments**
1. Instructor's professionalism set the proper example for bearing, behavior, and appearance.				
2. Showed respect to students.				
3. Established a positive rapport with students.				

PART III - AAR with Instructor

PART IV - Section III Performance Rating

GO - At least 75% of the evaluated items (Part II) were rated "GO".
NO GO - Less than 75% of the evlauated items were rated "GO". Command emphasis needed.

PERFORMANCE RATING   **GO**   **NO GO**

PART V - Backbrief

Acknowledgement of Evaluation

Person briefed: Position: Date:

Signature of Evaluator: Signature of Course Manager:

SECTION IV - Overall Performance Rating				
PART I - Administrative Data				
1. School:		2. Course/POI:		
3. Date:	4. Name of Evaluator:			
PART II - Ratings				
SECTION I: Training Development		GO		NO GO	
SECTION II: Training Management		GO		NO GO	
SECTION III: Instructor Checklist		GO		NO GO	
Overall Rating:		GO		NO GO	

NOTE: Overall performance as derived from the evaluation in Sections I, II, and III. Items marked "Not Applicable" are not counted when computing the overall performance rating.