PROJECT S.E.E.D. Virginia
Infant/Toddler Provider-Certified Trainer Quality Assurance Observation Form

Date of Observation:	*Length of Observation (in minutes):*
Trainer's Name(s):	
Location:	
Name of Observer:	

Instructions:

Please place a check in a box with whether the item was observed during the training. Mark not observed if you did not observe the trainer doing the particular item; mark observed some of the time if you observed the trainer doing the item some of the time; mark observed most of the time if you observed the trainer doing the item most of the time; and mark all of the time if you observed the trainer engaging in the item all of the time.

Manages the Learning Environment

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
States learner objectives				
Provides training agenda with breaks identified				
Delivers content clearly & logically				
Clearly indicates the progression of the training at the beginning and at appropriate times throughout the training				
Balances requests for trainer input/advice with learner input				
Prepares participants with what is coming next ("We will watch this video and then take our break"; "Next time, we will start with…")				

Prepares for Training

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Enough Prep time prior to start of training to ensure room set-up, technology needs etc.				
Room arrangement conducive to adult learners				
Uses: ___visual aide(s) ___flip chart(s) ___word board ___ visual schedule ___other: _____				
Ready and able to greet participants when they begin arriving				
Provides general information/announcements prior to starting training (location of rest rooms)				
Ensures enough handouts for participants, including evaluation documents for participants				
Has sign in sheet for participants				
Has nametags for participants				
Has certificates available (when applicable)				

Instructional Methods

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Adapts instructional methods and content to match learner abilities				
Uses a variety of instructional methods to address different learning styles within group				

Establishes and Maintains Credibility

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Adjusts training to appropriate level of knowledge for the group being trained				
Presents professional appearance and demeanor				
Confident and comfortable delivering training content				

Uses a Balanced Training Delivery Approach

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Uses a variety of techniques to engage audience and ensure content is reinforced				
Uses small group activities				
Uses large group activities				
Uses individual activities (self-reflection, action-planning etc.)				
Effective use of PowerPoint slides				
Effective use of Videos				
Effective use of Visual aides				
Effective use of Hand outs				
Effective use of personal stories or other stories				
Effective use of Humor				

Content Knowledge

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Demonstrated expertise and knowledge in training content				
Ability to answer questions brought up by trainers				

Assesses Learner Development

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Assesses learners prior knowledge of content				
Monitors progress of learners during training				
Evaluates participants achievement of learning objectives				
Provides appropriate, timely and constructive feedback to participants				
Adjusts training to meet the learning needs of participants				

Communication Skills

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Expresses ideas, concepts and explanations clearly and effectively				
Clearly and verbally praises learners when appropriate during training				
Audible use of inflection and visual use of affect				
Uses appropriate body language and enthusiasm				
Responds appropriately to verbal and non-verbal feedback				
Effective/appropriate responses to questions				
Uses a variety of questions including reflective questioning to aid learning				
Uses active listening techniques				

Presentation Skills

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Presents content and material effectively making use of emerging technologies and resources				
Reinforces and checks understanding of the key points of training				
Makes appropriate use of available training aides				
Appropriate body language				

Manages Group and Individual Activities

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Deals effectively with groups of mixed abilities				
Includes group and individual activities to increase learner retention				
Handles conflict				
Ability to deal with "difficult" participants (talkative, disengaged, etc.)				
Understands the indicators of behavior or learning difficulties				
Develops a non-threatening environment that creates trust				

Assesses Effectiveness of Training

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Evaluates effectiveness of training and trainer				
Covered content outlined in Agenda				
Addressed learner objectives for training				

	Not observed	Observed some of the time	Observed most of the time	Observed all of the time
Ability to handle problems with technology or other issues that may interfere with training plan				
Ability to handle challenging trainees				
Ability to switch gears when needed				

Additional Notes:

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Printed Name   Signature

Note: Items below will be tracked by Project SEED Virginia and not by Quality Assurance Observer

Completes Project SEED Virginia Tasks
- ☐ Completes required paperwork for Project SEED Virginia
- ☐ Timely submission of required paperwork for Project SEED Virginia SEED Virginia
- ☐ Ensures pre and post evaluation forms are completed by all participants and submitted in a timely manner