CLASSROOM INSTRUCTOR EVALUATION CHECKLIST

NAME	RATE	DATE

COURSE ☐ TECHNICAL ☐ TECHNIQUE ☐ INSTRUCTOR TRAINEE 1 2 3

☐ **CERTIFICATION** ☐ **MONTHLY 1 2 3** ☐ **QUARTERLY 1 2 3 4** ☐ **HIGH RISK**

Evaluate each item on the checklist. Rate each item a YES, NI (Needs Improvedment), NO, or NA (Not Applicable).

1. INTRODUCTION	YES	NI	NO	NA
a. Displayed course and topic title.				
b. Introduced self.				
c. Explained the objectives to the students.				
d. Explained objectives to the students.				
e. Stressed the importance of safety.				
f. Explained the importance of satisfactory performance.				
g. Motivated students to do their best.				
2. PRESENTATION				
a. Lesson plan has been personalized.				
b. Classroom and materials are ready for training.				
c. Information technically accurate.				
d. Taught from the discussion/teaching points.				
e. Used the lesson plan effectively.				
f. Transitioned and chained material effectively.				
g. Used questioning techniques effectively.				
h. Used questioning techniques effectively.				
i. Maintained proper eye contact.				
j. Displayed enthusiasm.				
k. Used gestures effectively.				
l. Maintained a positive, professional attitude.				
m. Used time effectively.				
n. Avoided distracting mannersims.				
o. Used communication skills effectively.				
p. Mained flexibility.				
q. Used personal experiences/examples to stress material.				
r. Explained material clearly.				
s. Emphasized saftey throughlut the lesson.				
3. INSTRUCTOR/STUDENT INTERACTIOIN				
a. Lesson plan has been personalized.				
b. Classroom and materials are ready for training.				
c. Information technically accurate.				
d. Taught from the discussion/teaching points.				
4. SUMMARY				
a. Related objectives to the lesson.				
b. Summarized lesson properly.				
c. Questions checked student understanding.				
d. Taught from the discussion/teaching points.				

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