

SINGAPORE MEDIATION CENTRE
Assessment of Performance in Training

Name of Lead Trainer		Training Programme	
Name of Co-Trainer		Intake	
Date of Observation		Session	
Time of Observation		Topic	

PART A: TRAINING PROCESSES								
PROCESSES	COMPETENCIES		Competency Level					COMMENTS (strengths, areas for improvement and suggestions)
	In the brackets provided, - Insert '+' when the competency is a strength; - Insert '-' when the competency is a weakness; - Leave blank when the competency is neither a strength nor a weakness; - Insert 'NA' when there is no opportunity for the trainer to demonstrate the competency.		1	2	3	4	5	
			Not Yet	Emerging	Satisfactory	Proficient	Excellent	
(Please tick one)								
Lesson Implementation	Knowledge of subject matter	()						
	Arouses and sustains participants' interest	()						
	Encourages participation	()						
	Organises and facilitates individual/group learning effectively	()						
	Caters to participant's diverse needs and abilities	()						
	Delineates appropriate learning objectives	()						
Instructional Strategies	Introduces and concludes lesson appropriately	()						
	Gives clear explanations/demonstrations	()						
	Uses voice and language appropriately	()						
	Integrates IT/media/resources effectively and/or creatively	()						

	Paces lesson appropriately	()						
	Stimulates higher-order thinking (e.g. incorporate critical thinking skills into the lesson)	()						
Feedback & Assessment	Monitors participants' understanding;	()						
	Gives appropriate and timely feedback	()						
Classroom Management	Establishes interaction and rapport with participants	()						

PART B: PROFESSIONAL ATTRIBUTES AND RELATIONSHIP

ATTRIBUTES AND RELATIONSHIP	COMPETENCIES In the brackets provided, - Insert '+' when the competency is a strength; - Insert '-' when the competency is a weakness; - Leave blank when the competency is neither a strength nor a weakness; Insert 'NA' when there is no opportunity for the trainer to demonstrate the competency.	Competency Level					COMMENTS (strengths, areas for improvement and suggestions)
		1	2	3	4	5	
		Not Yet	Emerging	Satisfactory	Proficient	Excellent	
Learner-Centred Values	Encourages participants' interest in the subject	()					
	Respect diversity of participants backgrounds	()					
Trainer Identity	Projects a professional image	()					
	Reports punctually for workshop	()					
	Able to adapt to different situations when necessary	()					
	Shows initiative	()					
	Acknowledges areas of weakness and makes effort to improve	()					
	Shares equal responsibility for what happens in the workshop	()					
	Sets time aside for joint planning with Co-Trainer	()					
	Carries his/her part of the workload	()					

	Communicates with Lead Trainer during lessons to facilitate learning	()						
	Is receptive to feedback	()						

Post-Lesson Conference (*within 2 working days after lesson observation*)

Trainer's Reflection & Follow-up action (e.g. training needs, peer observation)

<i>Signature & Date</i>
Mentor's Comments (<i>to be shared with Trainer</i>)

<i>Signature & Date</i>
Name _____

Note to Mentor:

Please ensure that there are 2 copies of this completed report. The original copy is to be handed to SMC for filing purposes at the end of the lesson observation cycle. Trainer is to keep a copy of the photocopied completed report each.