

**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	

<b>PART A: TRAINING PROCESSES</b>							
PROCESSES	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 Not Yet	2 Emerging	3 Satisfactory	4 Proficient	5 Excellent	
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	( )					

(Please tick one)

	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

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	
(Please choose one)							
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)**

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*Signature & Date***Mentor's Comments (to be shared with Trainer)**

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*Signature & Date*

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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.