

Protocol for Observation of Live Facilitated Online Training: Modules 1-4

Purpose: Observers are asked to follow the guidelines below to benefit from the observation and to ensure that the training begins and ends on time.

Things to Do

1. Be on time.
2. Take notes for your own reflection/learning.
3. Write down things you notice that will support your own facilitation of the modules. Please send any questions to the trainer *after* the training.
4. In Breakout Rooms, help participants share their screen if needed, otherwise please remain a silent observer.

Things NOT to do

1. Do not introduce yourself unless the main trainer introduces you.
2. Do not chat with the trainer unless the trainer chats with you.
3. Do not chat with participants privately or publicly.
4. Do not answer questions in the Chatbox or Polls.

Your Role as a Reflective Observer

Remember your role is to *reflect* on the training, *asking yourself* the following questions to help you in your future training experiences.

Preparation	Trainer provides supplementary materials/activities to display content in multiple ways.	Observed	Not Observed
		<input type="checkbox"/>	<input type="checkbox"/>
Reflection:	How was this accomplished? What activities fit your training style? What will you do the same? What will you do differently?		
Building Background	Trainer explicitly links concepts from one unit to the next to support learning.	Observed	Not Observed
		<input type="checkbox"/>	<input type="checkbox"/>

CASAS LIVE FACILITATED TRAINING OBSERVATIONAL PROTOCOL

Reflection: What does the trainer do to accomplish linking concepts? What will you do the same? What will you do differently?

Building Background

Trainer explicitly **links past learning** to new concepts.

Observed

Not Observed

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Reflection: What strategies were used to accomplish linking participants' past learning? What will you use? What will you change?

Comprehensible Input

Trainer uses a **variety** of techniques to make content concepts clear (e.g., modeling, visuals, demonstrations, tone of voice, a variety of activities).

Observed

Not Observed

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Reflection: How was this accomplished? What will you use? What will you change?

Strategies

Trainer provides multiple ways for participants to **engage** in the CFU content.

Observed

Not Observed

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Reflection: How was this accomplished? What will you use? What will you change?

Trainer uses **scaffolding techniques** to provide the right amount of support to move participants from one level to a higher level.

Observed

Not Observed

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Reflection: How was this accomplished? What will you use? What will you change?
