

Instructor Monitoring Form

Instructor: _____ Monitor: _____

Date: _____ Level: _____ PO/EO: _____

Lesson Title: _____

Instructions: When completing this form, **Part 1** is intended to be completed while you watch the lesson (if possible, review lesson plan prior to start of lesson). **Part 2** and **3** are to be done after the lesson. Circle the applicable grading as follows: **I** = Incomplete **D** = Completed With Difficulty **C** = Completed Without Difficulty **E** = Exceeded Standard

NOTE: If there is a disruptive trainee, give the instructor the opportunity to deal with their behaviour. If they are unsuccessful, remove the trainee from the class to decrease risk of failure in the lesson. Our goal, is to train the Cadets who want to be trained. Removing disruptive influences will help the instructor.

Part 1: Monitor the Lesson:

	Assessment (circle one)	Notes
Lesson Preparation		
Lesson Plan	I D C E	
Instructional aids	I D C E	
Classroom/training area setup	I D C	
Lesson Introduction		
Review of previous lesson (if applicable)	I D C	
Introduction of lesson	I D C E	
Lesson Body		
Method(s) of Instruction	I D C	
Learning environment	I D C E	
Effective use of instructional aids	I D C	
Satisfaction of learner needs	I D C E	
Accuracy of lesson content	I D C E	
Teaching Point confirmation	I D C E	
End of lesson confirmation	I D C E	
Lesson Conclusion		
Lesson summary	I D C	
Re-motivation	I C	
Description of next lesson	I D C	

I = Incomplete D = Completed With Difficulty C = Completed Without Difficulty E = Exceeded Standard

Communication		
Voice Control	I D C E	
Body language, dress and deportment	I D C E	
Questioning techniques	I D C	
Time Management		
Time management	I D C	

I = Incomplete D = Completed With Difficulty C = Completed Without Difficulty E = Exceeded Standard

Part 2: Assessment:

A. Assessment Checklist

Check One	Instructor Overall Assessment			
	Incomplete	Completed With Difficulty	Completed Without Difficulty	Exceeded Standard
Overall Performance	The instructor has not achieved the performance standard by receiving an "incomplete" on more than 3 of the criteria.	The instructor has achieved the performance standard by receiving an "incomplete" on not more than 3 of the criteria and a minimum of "completed with difficulty" on all other criteria.	The instructor has achieved the performance standard by receiving a minimum of "completed with difficulty" on all criteria and "completed without difficulty" on 10 or more of the criteria.	The cadet has achieved the performance standard by receiving a minimum of "completed without difficulty" on all criteria and "exceeded standard" on 7 or more of the criteria.

B. Monitor's Comments: (include strengths and areas to improve)

Part 3: Debrief:

A. Signatures that the Debrief Occurred:

Instructor's Signature	Monitor's Signature

B. Instructor's Comments: