**Observation of Delivery Checklist**

|  |  |
| --- | --- |
| **Date:** |  |
| **Form Completed By:** |  |
| **Diocese/Cathedral:** |  |
| **Participants (Including Role):** |  |
| **Training Observed:** |  |

# Scoring System (0-2)

* **0 indicates poor performance**; Comments should be completed on the particular area which is poor and objectives for improvement given at the end of the form, if necessary, relating to each facilitator.
* **1 indicates need for some improvement**; Comments should be completed on the particular area where there is need for improvement and objectives for improvement given at the end of the form.
* **2 indicates the area is fine**; Comments can be given along with objectives for improving facilitation skills if relevant.

Practice Guidance: [Safeguarding Learning and Development Framework | The Church of England](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safeguarding-learning-and-development-framework)

| 1. **Pathway Fidelity** | **Score** | **Comments** |
| --- | --- | --- |
| Were the learning objectives clearly stated? |  |  |
| Was the material for the session covered as intended? |  |  |
| Were the session contents and exercises properly used? |  |  |
| Was there a focus on links between safeguarding, culture, theology and practice? |  |  |
| Were links identified to the participants roles? |  |  |
| Were connections indicated with other parts of the pathway / other pathways? |  |  |
| Were session aims accomplished? |  |  |
| Were ratios of staff and participants upheld? |  |  |

| 1. **Delivery Style** | **Score** | **Comments** |
| --- | --- | --- |
| Use of open questions to facilitate learning? |  |  |
| Leads the dialogue effectively? |  |  |
| Summarises points and reflects back? |  |  |
| Group encouraged to explain and validate ideas for themselves? |  |  |
| Shows awareness of importance of responsivity issues? Responds to reactions of participants e.g., if triggered? |  |  |
| Encourages the group to elicit self-motivating statements? |  |  |

| 1. **Facilitation Skills** | **Score** | **Comments** |
| --- | --- | --- |
| Dialogue / Exercises introduced and ended well? |  |  |
| Pacing of the session |  |  |
| Facilitators clearly spoken and using appropriate language? |  |  |
| Effective co-working? |  |  |
| Group managed well? |  |  |
| All participants involved? |  |  |

|  |
| --- |
| **For De-brief conversation** |
| Strengths:  Objectives: |

|  |
| --- |
| **For Facilitators Post-Feedback Discussion** |
| Reflection - what are they taking forward, what has been helpful, what are your areas of strength and your development needs, and what might you do moving forward to develop or share your practice? |