**CHFFF Lesson Observation Form: Facilitation Skills**

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| **Group & Location:** | | |
| **Educator Name:** | **CHFFF Lesson:** | |
| **Observer Name:** | **Date:** | **Group ID:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Please check appropriate number***  *4 = very good and 1 = needs improvement.*  *Please comment (especially in areas marked 1 or 2) to help think about skills.* | | **4 very good** | **3** | **2** | **1**  **needs work** |
| **Invite, Include** | Made participants feel comfortable, respected |  |  |  |  |
| Made eye contact, called participants by name |  |  |  |  |
| Comments: | | | | | |
| **Energize** | Showed enthusiasm for topic and participants |  |  |  |  |
| Changed voice, smiled |  |  |  |  |
| Comments: | | | | | |
| **Encourage** | Was supportive and encouraging, did not call on individuals |  |  |  |  |
| Reacted positively even if responses incorrect or off-topic |  |  |  |  |
| Comments: | | | | | |
| **Engage and Keep It Moving** | Spoke loudly and clearly |  |  |  |  |
| Invited dialogue by asking open-ended questions |  |  |  |  |
| Put lesson in own words |  |  |  |  |
| Kept lesson fast-paced; more time doing than explaining |  |  |  |  |
| Gave clear, concise directions |  |  |  |  |
| Engaged agency staff in lesson activities (if appropriate) |  |  |  |  |
| Comments: | | | | | |
| **Wait, 3 before me** | Waited 5 seconds after asking a question to let participants think and respond |  |  |  |  |
| Allowed 2 or 3 participants to respond before jumping in |  |  |  |  |
| Comments: | | | | | |
| **Prepared** | Knows lesson (prepared, asks and answers questions, etc.) |  |  |  |  |
| The food activity included all learners and reinforced lesson |  |  |  |  |
| The active games were conducted before and after the lesson |  |  |  |  |
| Comments: | | | | | |

**Strong facilitation skills:**

**How about:**

**Tips for Great Teaching – Key Facilitation Skills**

|  |  |
| --- | --- |
| **Facilitation Skill** | **What It Looks Like** |
| **Invite, Include** | * Strive to make everyone feel comfortable, welcome, valued, and respected. * Make eye contact and smile at each child! * Learn and use their names!   **My ideas:** |
| **Energize** | * Show enthusiasm for the topic and the participants! * Change your voice. * Smile! * Provide activities that encourage learners to move about.   **My ideas:** |
| **Encourage** | * Be positive, supporting and encouraging. * Say “Thank you,” or “I’m glad you said that because…” * Nobody likes being put on the spot, so ask for volunteers rather than calling on individuals. * Respect and value kids’ previous experiences and knowledge. * React positively to child responses even if incorrect or off-topic such as “Thanks for sharing.”   **My ideas:** |
| **Engage & Keep It Moving** | * Keep kids engaged by keeping the lesson fast-paced. * Apply the 30/50/70/90 Rule by keeping the talking brief and moving quickly to the Apply, where kids get to do something with the new information! * Speak loudly and clearly, putting the lesson in your own words. * Give clear, concise directions for activities.   **My ideas:** |
| **Wait, 3 Before Me** | * When you ask a question, give kids time to think and respond by counting to five in your head before you say anything else. * Allow 2 or 3 children to speak before you jump in.   **My ideas:** |