

REVISED 12/2/2011		NTC INSTRUCTOR EVALUATION CHECKLIST: LESSON PLAN	
Name of Instructor:		Date:	
ISS (Evaluator):		Coordinator:	
Lesson Title:			
RATING SCALE:			
<input checked="" type="checkbox"/> = Evident <input type="checkbox"/> = Not Evident <input type="checkbox"/> = Partially Developed			
1. INSTRUCTIONAL GUIDANCE (5)			
a. General course information provided.			
b. Instructor preparation information provided.			
c. Required classroom training material/media information provided.			
d. Recommended room setup information provided.			
e. Lesson objectives/outline present.			
1. INTRODUCTION (5)			
a. Attention step/warm-up present.			
b. Credibility statement present.			
c. Lesson objective(s) present.			
d. Lesson importance statement present.			
e. Lesson overview/route present.			
2. BODY (8)			
a. All main points/ideas contain detailed written content.			
b. Lesson plan contains instructor notes for proper delivery and coverage of lesson topics.			
c. Lesson plan contains multiple participant-focused delivery strategies (minimum 2).			
d. Lesson plan is personalized.			
e. Lesson plan grammar is aimed at the participants.			
f. Lesson plan contained planned questions and anticipated responses.			
g. Lesson plan corresponded to media.			
h. Lesson plan contained transitions between main points/ideas.			
3. EXERCISES (3)			
a. Lesson plan contains participant exercises.			
b. Exercises aligned with established lesson objectives.			
c. Exercises contained detailed instructions			
5. CONCLUSION (4)			
a. Lesson objective(s) present.			
b. Summary of each main point/idea present.			
c. Transfer statement present.			
d. Closing statement present.			
6. REMARKS AND RECOMMENDATIONS			