

REVISED 11/2010 NTC INSTRUCTOR EVALUATION CHECKLIST: DELIVERY	
Name of Instructor:	Date:
ISS (Evaluator):	Coordinator:
Lesson Title:	Start/End Time: /
RATING SCALE:	
✓ = Evident X = Not Evident O = Partially Developed	
1. INTRODUCTION (4)	
a. Gained participant interest.	
b. Introduced self; established credibility.	
c. Displayed and reviewed objective(s) with participants.	
d. Explained why the lesson is important to the participants/BLM.	
e. Reviewed topics/main ideas/exercises to be covered/conducted during the lesson.	
2. BODY (9)	
a. Thoroughly covered all main points/ideas mentioned in the route/overview/objectives.	
b. Instructor was well-prepared for the lesson presentation.	
c. Used participant-focused delivery strategies (minimum 2).	
d. Used personal experiences/examples to enhance participant understanding of content.	
e. Used time effectively and maintained flexible schedule.	
f. Used questioning techniques effectively.	
g. Created/maintained a positive learning environment.	
h. Used technology/media/visual aids effectively (minimum 3).	
i. Transitioned between main points/ideas effectively.	
3. ASSESSMENT (4)	
a. Checked for participant comprehension via exercises, tests, and/or questioning techniques.	
b. Assessments/exercises aligned with established lesson objectives.	
c. Assessments/exercises contained detailed instructions	
d. Participants had the opportunity/time to demonstrate they had achieved lesson objectives.	
4. MECHANICS: PHYSICAL BEHAVIORS (5)	
a. Maintained direct but impartial eye contact throughout lesson.	
b. Used gestures that were spontaneous, natural, not mechanical.	
c. Used proper pronunciation, rate, tone, and volume in voice.	
d. Displayed a positive/energetic attitude throughout presentation.	
e. Avoided distracting mannerisms/behaviors.	
5. CONCLUSION (4)	
a. Reviewed objectives to the lesson.	
b. Summarized each main point/idea.	
c. Used questions to assess student achievement of lesson objectives.	
d. Explained how new knowledge gained or skill learned will benefit the participant/BLM.	
6. PERFORMANCE RATING (PASS/REMEDiate)	
7. REMARKS & RECOMMENDATIONS (STRENGTHS & RECOMMENDED IMPROVEMENT AREAS)	

Additional remarks and recommendations located on reverse

Additional Comments