

TRAINING SESSION MONITORING FORM

Serial Number:	<i>(For Training Administrative Use Only)</i>
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Course Title:		Course Number:	
Instructor:		Date:	
# of Students:		Type of training:	<input type="checkbox"/> Classroom session <input type="checkbox"/> Practical demonstration <input type="checkbox"/> Instructor certification

Monitor's Name:		Shop/Code:	
Job Function:	<i>Check all that apply.</i> <input type="checkbox"/> Shop/Code Division Head <input type="checkbox"/> Senior Manager (GS/GM-13 or above) <input type="checkbox"/> Supervisor <input type="checkbox"/> Technical (Engineering) <input type="checkbox"/> Subject Matter Expert (SME) <input type="checkbox"/> OSHE <input type="checkbox"/> Instructor <input type="checkbox"/> Course Developer <input type="checkbox"/> Other _____	Grade/Level:	
		Areas Observed:	<input type="checkbox"/> A. Instructor Performance <input type="checkbox"/> B. Training Package <input type="checkbox"/> C. Relevance <input type="checkbox"/> D. Senior Management Evaluation <input type="checkbox"/> E. Facility/Training Aids

Monitoring Instructions:

1. There are 5 areas covered by this *Training Session Monitoring Form*:
 - a. Instructor Performance
 - b. Training Package: Technical Accuracy, Training Materials, and Learning Process
 - c. Relevance
 - d. Senior Manager Evaluation
 - e. Facility/Training Aids

Select the area(s) you will be evaluating and check all that apply in the block above titled, "Areas Observed." Each evaluation area provides a focus audience as a guide for who should monitor which attributes. You may monitor the course for any evaluation area or any portion of the course for which you feel qualified.
2. For each evaluation attribute, indicate you agree (2 - YES) or disagree (1 - NO) with the statement by circling the appropriate number. Please answer each question as it relates to the course you are monitoring – if the statement does not apply to the course you are monitoring, then select N/A.
3. If you rate any evaluation attribute with a 1 (NO), please provide additional information in the Comments section at the end of the form so that the course can be improved. Note any deficiencies or improvement ideas where applicable.
4. Submit your finalized monitoring form to the appropriate Department Training Manager (DTM) or forward within 5 working days to the QA section of the training organization for input into QPS.

Monitoring Tips/Guidelines:

1. Sit toward the back of the class and be as invisible as possible. Do not ask questions during the training; remember, you are here only to observe. If you have specific questions about the course, write them down and ask the instructor during a break or after the training.
2. If the entire course cannot be monitored, divided your monitoring time to observe both classroom and the practical portions of the course. If there is no practical training associated with the course, then select N/A for those evaluation attributes.
3. If evaluating the training materials (including mock-up equipment or tools), spend a few minutes before class starts to examine them.
4. After completing your evaluation, spend a few minutes with the instructor afterwards to review your evaluation, if possible.

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EVALUATION ATTRIBUTE	YES (2)	NO (1)	N/A
INSTRUCTOR PERFORMANCE → <i>The instructor:</i>			
1. Was prepared to teach the class.	2	1	N/A
2. Demonstrated "ownership" of the course content.	2	1	N/A
3. Gained/kept students' attention and motivated them to learn.	2	1	N/A
4. Presented course content so it was easy to understand.	2	1	N/A
5. Encouraged open discussion of the topics where appropriate.	2	1	N/A
6. Demonstrated performing new skills in a logical, step-by-step manner.	2	1	N/A
7. Adequately answered student questions and addressed their concerns.	2	1	N/A
8. Asked questions often to assess students' knowledge.	2	1	N/A
9. Used the allotted time well.	2	1	N/A
10. Provided helpful performance feedback when needed.	2	1	N/A
A. TRAINING PACKAGE (LESSON PLAN, STUDENT GUIDES, HANDOUTS, JOB AIDS, ETC.)			
▪ TECHNICAL ACCURACY			
1. Course content is technically correct.	2	1	N/A
2. References cited during course delivery are up-to-date.	2	1	N/A
3. Recent changes (in policy, process, equipment, or tooling) are reflected in the training.	2	1	N/A
▪ TRAINING MATERIALS			
4. Course materials provided were clear and well organized.	2	1	N/A
5. Handouts and/or job aids were helpful in understanding the course content and/or required job skills.	2	1	N/A
6. Exam work scenarios were accurate and reflected real-world conditions (including technical work documents and RADCON)	2	1	N/A
7. Practical attribute checklists were well organized and accurately reflected the skill areas being trained.	2	1	N/A
8. Presentations of course materials were well laid out and easy to follow.	2	1	N/A
9. The graphics used were applicable and did not distract from learning.	2	1	N/A
10. Course materials were free from errors and were readable.	2	1	N/A
▪ LEARNING PROCESS			
11. Students were given ample time and opportunities to practice.	2	1	N/A
12. The exams (written and/or practical) re-enforced the learning objectives.	2	1	N/A
13. There was adequate interaction between the instructor and students.	2	1	N/A
14. The training session appeared to be positive learning experience.	2	1	N/A
C. RELEVANCE			
1. Shop/code policies and work practices are accurately reflected.	2	1	N/A
2. The practical mock-up is realistic and reflects current waterfront practices.	2	1	N/A
3. The content reflects current best work practices.	2	1	N/A
4. The training is relevant to actual job performance.	2	1	N/A
5. Job skills will be maintained or improved by this training.	2	1	N/A
6. The training addressed how the process/topic affects others.	2	1	N/A
7. Given this training, workers will be able to more effectively follow existing instructions and/or procedures.	2	1	N/A

