

Skill Demonstration Rubric

Skills	Did You Observe?	Comments/ Ideas
Prepare for the Session	<ul style="list-style-type: none"> <input type="checkbox"/> Plan session including time allocation to each exercise <input type="checkbox"/> Explain objectives clearly <input type="checkbox"/> Tailor examples and analogies to ensure relevance to participants <input type="checkbox"/> Link activities to learning objectives during the session <input type="checkbox"/> Use time effectively with smooth transitions between multiple activities 	
Create a Supportive Learning Environment	<ul style="list-style-type: none"> <input type="checkbox"/> Speaks clearly and with infrequent language errors <input type="checkbox"/> Use effective body language and tone, participants' names and other techniques to build rapport and trust to engage learners <input type="checkbox"/> Make efforts to bring in all (passive or resistant) participants and stakeholders <input type="checkbox"/> Build upon learner comments during the session <input type="checkbox"/> Ensure all interaction between facilitator and participants as well as between participants is respectful and furthers the learning 	
Facilitate Learning	<ul style="list-style-type: none"> <input type="checkbox"/> Effectively use presentation techniques, such as eye contact, movement, gestures, nonverbal techniques, enthusiasm for the topic, visual aids, etc. <input type="checkbox"/> Use questions to increase learning opportunities <input type="checkbox"/> Provide positive verbal and nonverbal support for learners' responses <input type="checkbox"/> Address participant questions effectively* <input type="checkbox"/> Effectively use facilitation techniques to take learners through at least one exercise 	
Manage Challenges	<ul style="list-style-type: none"> <input type="checkbox"/> Handle incorrect answers to questions in ways that preserved the relationship between the participant and the facilitator* <input type="checkbox"/> Successfully handle any disruptive participants* <input type="checkbox"/> Answer challenging questions* <input type="checkbox"/> Manage difficult situations <input type="checkbox"/> Display flexibility with unexpected events 	
Measure Progress or Learning	<ul style="list-style-type: none"> <input type="checkbox"/> Provide time for participant questions and answers <input type="checkbox"/> Checks for understanding by using a variety of questions, not just one type <input type="checkbox"/> Provides opportunity(ies) for effective debrief of exercise(s) <input type="checkbox"/> Responds to feedback from learners in an appropriate manner* <input type="checkbox"/> Links evaluation to learning objectives, learner success on activities and on the job 	

*Additional opportunities to showcase skills.