



Learning and Teaching Observation Form

Staff member:

Observer:

Observation Date:

Teaching Practice Context:

Specific feedback requested by staff member

Guide: Identify specific feedback requested

Learning Objective - planning/organisation/preparation

Guide: Was a learning objective clear to the learners? Comment on the organisation of the learning session. Did this flow well and could the participants follow it easily? Were links made to other parts of the course or programme? Was the session well prepared?

Comment on highlights and provide constructive feedback – things to think about

Management of Context - risk/behaviour/environment

Guide: Comment on the environment and whether the lecturer did or could have done more to make the environment congenial for learning. How were both elements of risk and behaviour handled?

Comment on highlights and provide constructive feedback – things to think about

Learning and Teaching Process - implementation/facilitation/connection between theory and practice
Guide: Comment on the presentation and facilitation style, level of interaction, enthusiasm and interest; connection between theory and practice; authenticity. Identify any teaching aids or resources used, commenting on the effectiveness of these.

Comment on highlights and provide constructive feedback – things to think about

Relationship with Learner – communication/support/ unlocking learner potential

Guide: Comment on interaction between the lecturer and participants, nature of the communication, and how learners are supported, encouraged and challenged.

Comment on highlights and provide constructive feedback – things to think about

Reflection & Feedback on Learning – reflection/achievement of objectives

Guide: Comment on how the lecturer gathered feedback and information on what the learners gained or achieved from the session. Was any effort made to identify whether learning objectives were achieved? Where to from here for the learners?

Comment on highlights and provide constructive feedback – things to think about

Key Comments

Signature:

Observer

Signature:

Staff member



Reflection and Action Following Learning and Teaching Observation

Staff member:

Observer:

Observation Date:

Reflective Comments

Guide: Consider what worked well, how the learners responded, how the learners showed they had met the session objectives, what you would do differently or what didn't work in the way it was anticipated? This space can also be used for additional reflection on the written feedback you are given.

Date:

Action Plan -including intended timeline

Guide: Consider and plan what changes you want to make to what you do; or what areas areas of your practice you want to develop and how you will do this.

Date: Signature, Staff member:

Follow up to Plan

Guide: This section can include your own follow up notes/reflections and if part of a formal observation the follow up comments and support from a Staff Capability OP team member.

Date: Name & Signature: