

WellCAP Instructor Evaluation Form

Instructor Name: _____ Lecture/Simulator time: _____ hrs

Course Title: _____ Course Date: _____

<u>Lesson Effectiveness</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Exhibited a level of knowledge adequate to teach the training material.					
Demonstrated enthusiasm and credibility for the subject being taught.					
Gained and maintained attention of trainees.					
Kept the course focused on the subject material.					
Clarified, summarized and amplified important information.					
Used clear and relevant examples to explain ideas.					
Answered trainee questions satisfactorily, providing clear and complete answers.					
Established the purpose for learning the material and related it to the job.					

Comments _____

<u>Motivation/Interaction</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Asked trainees questions to reinforce key information and phrased them to get adequate response.					
Made trainees comfortable to participate.					
Encouraged trainee questions.					
Handled hostile questions diplomatically.					
Involved as many participants as possible in classroom discussions.					

Comments _____

<u>Preparation/Materials</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
All needed supplies, materials, and equipment were readily available.					
Started class on time and held breaks that were appropriate in frequency and length.					
Instructional presentation aids and lesson plan were used effectively and strongly reinforcing learning					

Comments _____

<u>Presentation</u>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Voice could be easily heard.					
Rate of speech was neither too fast nor too slow.					
Instructor's gestures and mannerisms aided communication.					
Eye contact was direct and included all trainees.					
Presentation style was professional and enhanced learning.					

Comments _____

Overall, what is your evaluation of this Instructor?

- Outstanding (Performance exceeds expectations by a highly significant level.)
- Highly Effective (Performance exceeds expectations.)
- Effective (Performance meets expectations.)
- Needs Improvement (Recommend supervision by Approved Instructor)

Evaluator Signature: _____