

Virtual Facilitation Observation Form

Facilitator:	Program:
Observer:	Date(s) Observed:

Skills	Observed	Comments
Opens with interactivity	<input type="checkbox"/> Greets learners upon entry <input type="checkbox"/> Invites immediate interaction at the start of the session	
Creates a comfortable learning environment	<input type="checkbox"/> Creates a welcoming and inclusive online environment <input type="checkbox"/> Teaches how-to-use platform tools as needed <input type="checkbox"/> Adapts content to make it relevant to learners (i.e. stories, examples, etc.)	
Engages learners	<input type="checkbox"/> Limits own airtime by inviting learners into the conversation <input type="checkbox"/> Creates opportunity for discussion and dialogue <input type="checkbox"/> Draws out learners who are silent	
Asks questions	<input type="checkbox"/> Asks specific, precise questions <input type="checkbox"/> Gives instructions for how to respond to each question (i.e. poll, chat, raise hand, verbal, etc.)	
Facilitates	<input type="checkbox"/> Refers to, but doesn't read, slides <input type="checkbox"/> Maintains a learner-centered mindset	
Builds rapport	<input type="checkbox"/> Shows interest in learners <input type="checkbox"/> Uses learners' names	
Makes the most of their media (voice and webcam)	<input type="checkbox"/> Speaks clearly and audibly <input type="checkbox"/> Conveys enthusiasm for the topic <input type="checkbox"/> Sounds energetic and confident <input type="checkbox"/> Appears confident and professional on webcam	
Uses technology effectively	<input type="checkbox"/> Uses platform tools with ease <input type="checkbox"/> Handles technology challenges without disruption	
Partners with producers and/or co-facilitators	<input type="checkbox"/> Has established clear roles and responsibilities <input type="checkbox"/> Has seamless conversational transitions	

Additional Comments: