**Virtual Facilitator Observation Form**

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| **Facilitator:** Click here to enter text. | **Program:** Click here to enter text. |
| **Observer:** Click here to enter text. | **Date(s) Observed:** Click here to enter text. |

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

Additional Comments:

Click here to enter text.