

Nutrition Education Session Observation Guide

Agency staff can use this optional checklist to self-audit or peer review group classes. Not all items on this checklist apply to all classes. Work on practicing one or two skills at a time.

Class _____	Date _____
Facilitator _____	Agency# _____
Observer _____	Clinic# _____
Task	
Prepared for NE class effectively (Since many of these cannot be observed during class, observer may talk with facilitator about how well they feel they did these things beforehand)	Check if completed
Reviewed lesson plans, previous staff feedback	
Referred to reliable and accurate information sources to research content-related questions	
Gathered materials for the lesson including handouts, pens, food samples and equipment	
Prepared additional questions, if needed, in case the conversation stalls	
Arranged classroom to be appropriate for class size and lesson type to maximize discussion and positive learning environments	
Used effective classroom management techniques to create and maintain a comfortable learning environment	Check if completed
Introduced self to group and established rapport	
Established ground rules or "class basics"	
Stayed in classroom during entire session	
Used an icebreaker to help participants feel more comfortable	
Encouraged all participants to participate	

Stated the language in which the class will be conducted	
Addressed distractions appropriately	
Corrected misinformation appropriately using <i>affirm, add, move on</i> or <i>throw it back</i> at the group techniques.	
Treated participants in a culturally sensitive manner	
Addressed questions facilitator was not able to answer in appropriate way	
Lesson activities and/or discussion	Check if completed
Introduced the activity or topic of discussion and described how it would be conducted	
Followed activities in lesson plan, as appropriate	
Used appropriate visual aids when applicable	
Tailored the information and activities to the age, gender and cultures of the group	
Appropriately redirected discussion if it got off topic	
Wrapped up activities and discussion in a timely manner	
Summarized and evaluated the group's understanding of the class topics	Check if completed
Invited the participants to help summarize the key concepts of the session	
Invited the participants to share the most useful thing they learned from the session and how they plan to use in the future	
Ended the session in a positive way, thanking participants for coming	
Completed personal review of the session and staff survey of the lesson (if available)	

Comments: