



Job Aid: Examples of Level 1: Reaction Formative Evaluation Methods, Tools, and Techniques

Instructor Observation Questions

1. To what degree is the group engaged in the session?
2. Are there any indications of distraction that should be addressed?
3. Are any individuals dominating the class? Are any being left out?
4. Does any of the material seem to be confusing to the group?

Pulse-Check Techniques

- “Pull Up a Chair”
 - If something does not appear to be going well (i.e., lack of engagement, confusion), pull up a chair in front of the group and simply point out that you are sensing a problem. Be sure not to blame; just present an observation. Be a good listener and ask what would help.
 - “Judge’s Cards”
 - Give each participant a set of five 4 x 6 note cards numbered from one to five. At any point during the session, ask them, “How relevant is this to you?” or “To what degree might this help you on your job?” Ask them to hold up a card, with one being the lowest rating and five being the highest.
 - “Flip Chart Feedback”
 - Place two flip-chart pages on the wall of the classroom, one labeled, “I can use this” and the other, “I am confused about...” Provide each participant with a Post-it note pad and encourage them to get up at any point and place one of their Post-it notes on the appropriate flip-chart page, with something relevant written on it. Require participants to place at least one Post-it before going to a break or lunch. Debrief periodically.
 - “Periodic Check”
 - Periodically stop and ask participants an open-ended question, such as, “What value do you see in this?” or “How might you apply this?”
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