

## DSS CADRE EVALUATION SHEET

(TRADOC REG 350-16)

INSTRUCTOR	GRADE	CLASS	DATE	
LOCATION				
<b>SECTION I: EVALUATION OF SMALL GROUP INSTRUCTION METHODS</b>				
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS
<b>A. INTRODUCTION</b>				
(1) Learning Objective				States complete objective, either from the Advance Sheet or Lesson Guide, in terms consistent with approved TLO/ELOs (Lesson Development Sheet)
(2) Orientation Statement				Explains, or shows, how task relates to job DS candidates will do (why training is necessary)
<b>B. Subject Matter Expert</b>				Instructor is fully prepared. Does the instructor contribute to learning environment with personal experiences, or kept attention focused only on the Lesson Guide, without facilitating classroom discussion.
<b>C. Observer Process</b>				Encourages input from all group members. Doesn't judge or "put-down" member comments. Picks up on non-verbal clues (e.g. member wishes to make input, member doesn't understand point) and responds appropriately.
<b>D. FACILITATION</b>				
(1) Discussion Coverage				Folllows lesson guide and discussion input. Discussions support the learning objective.
(2) Technique				Keeps discussion on track with learning objective by asking questions, restating or summarizing points, or asking for clarification. Doesn't interject opinions. Raises issues only when it is apparent group members won't. Guides group to consensus when necessary.
<b>E. After Action Review/Summary</b>				Restates learning objective (given in Summary). Guides students discussion of what was learned. Encourages participation. Summarizes learning.
<b>F. Other Standards (Locally Determined)</b>				

COMMENTS:

SECTION II: EVALUATION POST CHECK					
PERFORMANCE AREAS	GO	NO GO	NA	STANDARDS	
<b>A. Communication Techniques</b>					
(1) Speech/Language				Can be heard and understood. Uses correct grammar.	
(2) Demeanor				Uses direct eye contact. Appears confident and prepared. Well refined.	
(3) Questioning Techniques				Uses the Ask-Pause-Call techniques as outlined in DSS POI. Does not put down members for incorrect answer; instead redirects into the group for assistance, comes back to those members in the group discussions.	
<b>B. Classroom Management</b>					
(1) Learning Conditions				Classroom is neat and clean. Seating is arranged properly for type of training. Effort is made to correct/compensate adverse conditions; e.g., poor lighting, climate extremes. All students can see and hear demonstrations and training aids.	
(2) Equipment and Materials					
(a) Training Equipment				There is adequate training equipment, for proper equipment to student ratio. Equipment works properly.	
(b) Training Aid Equipment				Equipment is set up correctly, focused, and ready to use.	
(c) Materials				Provides sufficient handouts and other written materials for all students (e.g., Summary Sheets, PEs, etc.)	
<b>C. Other Standards (Locally Determined)</b>					
Has evaluator reviewed Lesson Plan and associated course materials?	<input type="checkbox"/>	YES	I certify that the instructor evaluated was critiqued immediately after evaluation	SIGNATURE OF INSTRUCTOR	DATE
	<input type="checkbox"/>	NO		NAME AND TITLE (TYPED OR PRINTED)	
	<input type="checkbox"/>				
<b>TO BE COMPLETED BY INSTRUCTOR</b>					
SIGNATURE OF INSTRUCTOR			NAME AND TITLE (TYPED OR PRINTED)		DATE