

FEEDBACK CHECKLIST

Trainer _____ **Date** _____

Observer _____ **Items Correct:** _____ **Scored:** _____ **%:** _____

SCORING. + OBSERVED AS DESCRIBED. +/- PARTIALLY OBSERVED. – NOT OBSERVED OR OBSERVED TO BE INCORRECT

TRAINING CONSISTS OF OBSERVATION AND FEEDBACK

Did the trainer	Score	Comments
1. Make clear what the expected behaviors were (i.e., review items on the checklist)?		
2. Give the learner an opportunity to discuss (i.e., “reflect upon”) the expected practices		
3. Gather enough information to provide valid feedback (i.e., observe or ask enough questions)?		
4. Ask learner to reflect upon his or her performance?		
5. Begin feedback with positives?		
6. Make short, clear statements about things that could have been done differently?		
7. Match the amount of feedback to the frequency of opportunities to give feedback (i.e., much feedback for infrequent opportunities; small amount of feedback for frequent opportunities)?		
8. Offer to put feedback in writing?		
9. If the learner didn’t agree with feedback, affirm his or her response and explain, if necessary, why the trainer’s feedback was still valid?		
10. Let the learner have the last word?		
11. Ask the learner to consider the next steps—what to work on?		
12. End with genuinely positive statements?		

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