COUNSELOR GROUP PRESENTATION OBSERVATION INSTRUMENT

Observer: This form can be used to observe counselor skills in group instructional/informational presentations. The observer should have training in group instruction skills and competencies, particularly as applied in affective education.

Instructions: Use this form to record counselor behaviors during a group presentation. This form can be used to observe presentations to groups of students, parents, teachers, or others.

Observation Code: . Appropriate use of practice  
+ Strong or positive use of practice  
- Weak or negative use of practice  
NA Not observed

1. PRESENTATION TIME
   1.1 Has materials ready for presentation  
   1.2 Starts presentation promptly  
   1.3 Uses time effectively  
   1.4 Ends on schedule

2. PARTICIPANT BEHAVIOR
   2.1 Maintains participants’ attention  
   2.2 Encourages participation  
   2.3 Demonstrates group management skills  
   2.4 Respects individuality of participants

3. PRESENTATION
   3.1 States purpose of presentation and makes instructional goals clear  
   3.2 Gives clear instructions/directions  
   3.3 Speaks fluently  
   3.4 Uses appropriate questioning skills  
   3.5 Listens to participants’ comments and opinions  
   3.6 Uses a variety of instructional methods and materials  
   3.7 Is open to comments and suggestions from group  
   3.8 Summarizes main points of presentation

4. FEEDBACK
   4.1 Affirms participant responses  
   4.2 Reinforces participant willingness to share  
   4.3 Gives clear and concise answers to questions  
   4.4 Provides effective feedback to all participants

5. OUTCOME
   5.1 Asks for participant feedback about presentation  
   5.2 Uses evaluative measures to determine success of presentation

(1) Adapted from the Formative Observation Data Instrument by John J. Schmidt, Ed.D., Coordinator, School Counseling Section, Division of Student Services, Dept. of Public Instruction, Raleigh, NC, 1988.