

## Instructions for Third Party Observers

Thank you for your participation! **You have agreed to act as an impartial third party observer to document the efforts of the facilitator/presenter during this session.** As an observer you should be aware of the following:

- The checklist you are using will not be used to “grade” the facilitator/presenter. We expect that there will be some differences in both what is presented and how it is presented based on any number of factors (i.e.: the time available, the makeup of the audience). Our goal is just to document what elements of the suggested content and methods of presentation are used in each session.
- The tool you are using is still a draft and your feedback on the tool is very important for the creation of the final tool that will be used across the state.
- It is not at all necessary for you to have any expertise in the content being presented. We are relying on you to tell us if any of the listed items are unclear or difficult to answer.
- As a volunteer you are free to withdraw from this process at any time. Advance notice that you will no longer be available would be most appreciated so that other observers can be recruited and trained.

### **How to use this tool:**

- The attached document is a Direct Observation checklist –we ask that you fill it out while the session is underway. Please review the items in advance so you will know what to listen for and be able to circle whether or not that particular item was covered in the session.
- Some of the questions ask you to judge whether the content was “developmentally” (i.e.: age) or “culturally” relevant based on the makeup of the audience. The answer to these questions will be based on the language/jargon and real life examples used by the presenter/facilitator throughout the session. You may need to listen for a while since a “yes” response should be based on more than one statement or example.
- It is best if you position yourself in a discrete location where you are out of the view of the participants if at all possible.
- At the end of the checklist there is a section for you to provide us with your feedback on this tool. Please ensure you fill this in and return this document to the facilitator at the end of the session. Your feedback on this tool will serve to further improve the tool for everyone in the state.

### **Questions/Concerns?**

Your local contact is \_\_\_\_\_ phone #