

Practice Self-Regulation™ Session Observation Form

Introduction

The purpose of this observation form is to measure fidelity and quality of implementation. Please use the guidelines below to complete the form and do not change the scoring structure. For example, do not circle multiple answers or score a 1.5 rather than 1 or 2.

Please read through all questions prior to an observation and complete the observation form *after viewing the entire session*.

It is helpful to take notes while you are viewing. For example, in response to Question 1, each time a facilitator exhibits a skill, place a checkmark next to the rating number you assign for the quality of their action.

Facilitation site	
Facilitator Name	
Participant ID	
Observer Name	
Observation Date	
Session Number	
Duration of Session	

Instructions

The following questions assess the overall quality of the session and information delivery. Use your best judgment and do not circle more than one response.

In general, how clear are the facilitator's explanations of activities?

1	2	3	4	5
Not clear		Somewhat clear		Very Clear

1 - Youth does not understand intervention and is not engaged

3 - Understands parts of the intervention and appears ambivalent about participation

5 - Is engaged and completes activities with little or no hesitation

To what extent does the facilitator facilitate session activities in a timely manner?

1	2	3	4	5
Not on time		Some loss of time		Well on time

1 - Facilitator does not complete session material - struggles with focus, belabors a point, or takes too much time addressing non-related issues

3 - Misses a few points and sometimes allows discussion to drag on

5 - Completes all session content - facilitates activities and discussions in a timely manner generally using the suggested time frames in the lesson plan

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To what extent does the intervention seem rushed or hurried?

1	2	3	4	5
Very rushed		Somewhat rushed		Not rushed

- 1 - Facilitator is not engaging - doesn't take time for discussion or examples; indicates being in a hurry; body language suggests facilitator is stressed or hurried
- 3 - Some restriction of discussion and/or activities - sometimes describes but does not explain material
- 5 - Appears relaxed and engaged – doesn't rush youth or the intervention and collaborates in pacing

To what extent does the youth appear to understand the material?

1	2	3	4	5
Little understanding		Some understanding		Good understanding

Use your best judgment based on youth's communication and feedback. Roughly:

- 1 - Seemed to understand less than 25%
- 3 - Seemed to understand about half
- 5 - Seemed to understand 75-100%

How engaged is the youth in discussion and activities?

1	2	3	4	5
Little participation		Some participation		Active participation

Use your best judgment based on youth's communication and feedback.

- 1 - Seemed to understand less than 25%
- 3 - Seemed to understand about half
- 5 - Seemed to understand 75-100%

Please rate the facilitator on the following skills:

A. **Engagement** (warm, nonjudgmental, empathic, and genuine)

1	2	3	4	5
Poor		Average		Excellent

- 1 - Presents information in a dry and non-engaging way - exhibits a lack of interest and enthusiasm for the youth and intervention - appears unengaged
- 5 - Expresses genuine positive regard for the youth, is actively engaged and engaging throughout the session - actively promotes positive youth development

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B. **Competence** (intervention knowledge)

1	2	3	4	5
Poor		Average		Excellent

1 - Does not follow the session structure, appears confused, and incompetent

5 - Facilitates all activities in the designated session plan order - appears very familiar with the intervention, answers questions with ease, and is well organized

C. **Confidence**

1	2	3	4	5
Poor		Average		Excellent

1 - Appears hesitant, nervous, or uncomfortable

5 - Initiates and maintains positive relaxed communication and comfortably facilitates the intervention

D. **Use of OARS** (open-ended questions, affirms, reflects, and summarizes)

1	2	3	4	5
Poor		Average		Excellent

1 - Does not ask open questions, affirm, reflect, or summarize as they facilitate the intervention

5 - Asks open questions, affirms, reflects, and summarizes communication with feedback from participant

E. **Effectively addresses questions and concerns**

1	2	3	4	5
Poor		Average		Excellent

1 - Does not encourage questions or expression of concerns; responds negatively; gives inaccurate information; doesn't direct youth to additional resources when indicated

5 - Encourages questions and adequately and accurately responds to them. Acknowledges when they don't know an answer, and directs youth to indicated resources

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Please rate the overall quality of the session (Summary measure of all preceding questions)

1	2	3	4	5
Poor		Average		Excellent

Assesses facilitator's facilitation skills and completed activities

Excellent sessions look like:

- Facilitator is warm, non-judgmental, empathic, and genuine interaction
- Youth are actively engaged in activities
- Questions of fact are answered with information and questions of value with validation
- Facilitator is well organized, paces the session adequately, and manages time well
- Facilitator asks open-ended questions, affirms, reflects, and summarizes information

Poor sessions look like:

- Facilitator is lecturing, or talking at youth rather than speaking with youth
- Facilitator is stumbling through the material and activities
- Youth are not engaged
- Facilitator lacks warmth, is judgmental, unsympathetic, and disingenuous
- Facilitator is unfocused, unorganized, and off topic

The following are for internal agency use to enhance program improvement. These are optional and not reported as performance measures.

Facilitator and intervention strengths:

Implementation problems, including significant changes to content or process, time loss, etc.:

Additional comments about the session, particularly anything that impacted your ratings: