

Learning Facilitator Assessment Tool (used to debrief)

LF in Training: _____

Event: _____

ALF/Certified LF: _____

How Do You Feel?

LF explores his or her feelings about the facilitation and its outcomes.

ALF encourage LF in training to share these feelings, listening actively in a non-judgemental fashion.

What Happened?

LF recalls data about what happened during the activity.

ALF creates and posts a chronological list of events.

What Did You Learn?

ALF begins this phase by presenting a principle and asking the LF in training for data that supports or rejects it.

LF comes up with principles based on the activity and discusses them.

How Does This Relate to the Real World?

ALF and LF discuss the relevance of the activity (which can be used as a metaphor) for the LF in the real-world setting.

What If?

ALF encourages LF to apply his or her insights to new contexts. ALF uses alternative scenarios to speculate on how people's behaviours would change.

LF offers his or her own scenarios and discusses them.

What Next?

LF suggests a plan of action to improve weaknesses.

ALF discusses and completes Action Plan.

Opportunities and/or resources to be utilized by LF.

Learning Facilitator Action Plan

Use this tool as a guide throughout your Learning Facilitator development process.

Name of LF in Training: _____

Name of ALF/Certified LF: _____

Date: _____

Step 3 - Training

LF candidate participates in training workshop or mentoring process

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|---|
| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
|---|

Step 4 – Observation 1

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
|---|

Step 4 – Co-facilitation 1

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
|---|

Learning Facilitator Action Plan (cont'd)

Step 4 – Co-facilitation 2 (if necessary)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Step 5 – Practice delivery 1 (Self-assessment)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Step 5 – Practice delivery 2 (Self-assessment)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Learning Facilitator Action Plan (cont'd)

Step 5 – Practice delivery 3 (Self-assessment) (If necessary)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Step 5 – Practice delivery 4 (Self-assessment) (If necessary)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Step 5 – Practice delivery 5 (Self-assessment) (If necessary)

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| <p>Strengths:</p> <p>Weaknesses:</p> <p>Plan of action:</p> <p>Action completion date:</p> |
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Learning Facilitator Observation Tool — Data Collection

Use this tool to make notes throughout the debriefing discussions with your MLF/Certified LF.
(Note: Be content specific if required)

Name of LF in Training: _____

Name of ALF/Certified LF: _____

Date: _____

Any Other Relevant Information: _____

| Module Information: | Comments: |
|----------------------------|------------------|
| | |

| Module Information: | Comments: |
|----------------------------|------------------|
| | |

Learning Facilitator Evaluation Form

ALF/Certified LF must fill out based on Trained LFs facilitation. One copy to be given to Trained LF and one copy to be sent to CABC.

Name of LF in Training: _____

Name of ALF/Certified LF: _____

Date: _____

Module(s) Evaluated: _____

| Scoring | | | |
|---|--|--|----------|
| 1 | NI – Needs improvement. Evidence is incorrect / incomplete. | | |
| 2 | MMS – Meets minimum standard. Evidence is observed consistently throughout the workshop. | | |
| 3 | A – Advanced. Exceptional quality and attention to detail throughout the whole workshop. | | |
| | Evidence | Mark | Comments |
| Implement an appropriately structured and organized workshop | Greets each coach as they arrive | | |
| | Is ready at least 30 minutes before the scheduled start of the workshop | | |
| | Ensures that all materials are ready and available to use | | |
| | Sets up facility to enhance interaction among coaches | | |
| | Applies critical path to facilitate coaches in identifying and solving problems | | |
| | Provides breaks to reduce fatigue and stimulate learning | | |
| | Starts and finishes on time | | |
| | Takes into account participants' prior experiences | | |
| | Ensures that coaches stay on task to achieve outcome or learning objective | | |
| | Manages groups to ensure inclusion and interaction among coaches | | |
| | Provides opportunities to interact with all coaches based on individual needs | | |
| | Demonstrates ability to use equipment (AV or other) to maximize engagement time | | |
| | Promotes a positive image of Canadian sport and models NCCP values and philosophy | | |
| | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; padding: 5px;">Total / 39</div> </div> | |

Learning Facilitator Evaluation Form (cont'd)

| Scoring | | | |
|--|---|------|--|
| 1 | NI – Needs improvement. Evidence is incorrect / incomplete. | | |
| 2 | MMS – Meets minimum standard. Evidence is observed consistently throughout the workshop. | | |
| 3 | A – Advanced. Exceptional quality and attention to detail throughout the whole workshop. | | |
| | Evidence | Mark | Comments |
| Facilitate the achievement of outcomes or learning objectives | Clearly identifies the outcome or learning objectives to coaches | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; padding: 5px;">Total / 21</div> </div> |
| | Facilitates coaches to draw on prior experience to identify key issues related to the task or outcome | | |
| | Uses experience from other coaches, reference materials, or resources to provide links between current coaching paradigm and desired coaching outcome | | |
| | Facilitates coaches to identify areas for change or enhancement of coaching methods | | |
| | Uses questioning to enable critical reflection | | |
| | Helps coaches find solutions and resolve problems | | |
| | Demonstrates thorough knowledge of module contents to assist coaches to critically reflect on current coaching practice | | |
| Display appropriate communication and leadership to enhance coach learning | Ensures participants display mutual respect | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 40px;"></div> <div style="border: 1px solid black; padding: 5px;">Total / 21</div> </div> |
| | Models openness to learning | | |
| | Demonstrates and promotes active listening | | |
| | Adapts delivery to maximize different learning styles | | |
| | Voice is loud enough for all coaches to hear | | |
| | Selects position in relation to group to gain attention of all coaches | | |
| | Uses language that is respectful and promotes inclusion | | |

Learning Facilitator Evaluation Form (cont'd)

| Scoring | | | |
|---|---|------|--|
| 1 | NI – Needs improvement. Evidence is incorrect / incomplete. | | |
| 2 | MMS – Meets minimum standard. Evidence is observed consistently throughout the workshop. | | |
| 3 | A – Advanced. Exceptional quality and attention to detail throughout the whole workshop. | | |
| | Evidence | Mark | Comments |
| Manage administrative aspects of the modules and the NCCP | Ensures that facilities are available and appropriate for Module 1-4 activities | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; padding: 5px;">Total / 18</div> </div> |
| | Articulates NCCP philosophy and structure to coaches in workshop | | |
| | Answers questions regarding NCCP and provides appropriate sources for more information | | |
| | Accurately processes required paperwork | | |
| | Correctly completes NCCP registration form and submits it to appropriate organizing body | | |
| | Ensures that facilities are available and appropriate for Module 5-8 activities | | |
| Manage the group to optimize coach learning | Manages group discussion to allow coaches appropriate opportunity to express ideas and thoughts | | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; padding: 5px;">Total / 9</div> </div> |
| | Adapts delivery to accommodate the nature of the group | | |
| | Demonstrates an understanding of the stages of group development | | |

Learning Facilitator Evaluation Form (cont'd)

| Result (NI, MMS, A) | Criteria for Provide Support to Coaches in Training Workshops | NI (Needs Improve- ment) | MMS (Meets Minimum Standard) | A (Advanced) |
|---------------------------|--|-----------------------------------|---------------------------------------|-----------------|
| | Implement an appropriately structured and organized workshop | < 22 | 22-28 | > 28 (no 1s) |
| | Facilitate the achievement of outcomes or learning objectives | < 12 | 12-16 | > 16 (no 1s) |
| | Display appropriate communication and leadership to enhance coach learning | < 12 | 12-16 | > 16 (no 1s) |
| | Manage administrative aspects of the modules and the NCCP | <10 | 10 | < 10 (no 1s) |
| | Manage the group to optimize coach learning (optional) | <6 | 6 | > 6 (no 1s) |

Comments from ALF/Certified LF: _____

Signature of ALF: _____

Signature of Trained LF: _____