**PROCESS OBSERVATION TOOL**

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| **GENERAL INFORMATION** | | | |
| PROGRAM/ ACTIVITY MONITORED: |  | PARTICIPANTS: |  |
| WORKSHOP MANAGER/  FACILITATORS: |  | OFFICE IN-CHARGE: |  |
| VENUE: |  | NUMBER OF WORKSHOPS: |  |
| INCLUSIVE DATES: |  | NUMBER OF PARTICIPANTS: |  |
| DATE OBSERVED: |  | NUMBER OF TRAINERS: |  |

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| **SESSION:** |  | **Facilitator/** |  |
|  |  | **Resource Person:** |  |

|  |  |  |  |  |
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| **1. Session CONTENT** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| * Objectives were presented |  |  |  |  |
| * Activities were congruent to objectives |  |  |  |  |
| * Substantial input was given |  |  |  |  |
| * Key messages were clear |  |  |  |  |
| * Objectives were achieved |  |  |  |  |
| **2. Session PROCESS** | *How was the session conducted?* | | | |
| * Methodology was appropriate for adult learners |  |  |  |  |
| * Participants were engaged |  |  |  |  |
| * Stimulating questions were asked |  |  |  |  |
| * Workshop output was processed (if any) |  |  |  |  |
| **3. Session ATMOSPHERE** | *What was the general environment in the group?* | | | |
|  | Informal |  |  | Formal |
|  |  |  |  |  |
| (This refers to participants) | Low energy |  |  | High Energy |
|  |  |  |  |  |
|  | Hostile |  |  | Supportive |
|  |  |  |  |  |
|  | Inhibited/ Tense |  |  | Open/ Relaxed |

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|  | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** |
| **4. PARTICIPATION of Trainees** | *How engaged were participants in the session?* | | | |
|  | Only the facilitator/  speaker talked | Few people talked | | Most people talked |
|  |  |  |  |  |
|  | Group was apathetic |  |  | Group was involved |
|  | Group was divided |  |  | Group was united |

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| **TIME** | **I See…** (specific person interaction) | **I Hear…** (verbatim) | **I Think…** (informed interpretation/analysis) |
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Session Remarks/Observations:

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Name of Monitor (Last Name, First Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Region: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Division/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_