Pilot Review Worksheet

Program Name: _____ Date: _____

Observer Name: _____

Design Flow	Facilitation
Prompts: ■ Is there an activity or practice that seems to frequently get altered, skipped, or re-arranged in the program? Which one? Why? ■ Is there a particular segment or area in which the participants often have much discussion? Which one? About what?	Prompts: ■ How are the "lecturettes" being presented?" ■ How are the demonstrations being set up and debriefed? ■ Which part of the program/process seems most challenging? Tell more.

Materials and Support	Skills/Content/Process Taught
Prompts:	Prompts:
■ Have you noticed any typos or mistakes in your materials? Which item? What mistake? ■ Are facilitators and participants utilizing all the materials (workbook pages, job prompts, skill cards, handouts, wall charts, facilitation guides, etc.)? If not, why not?	■ Are there skills, content, or processes that aren't being taught that should be included? ■ Which skills and content do participants seem to find challenging? ■ Which skills and content do participants seem to find easy? ■ How well is the content and skill connected to the organizational/business context?

Installation	Other
Prompts:	Prompts:
■ Do participants seem clear on why they are at the program?	■ Is there anything else that you see could be altered, improved, or removed?
■ Are room set-up and other equipment logistics handled well ahead of time?	
■ Do any guest speakers know what they are to speak about?	
■ Are participants completing pre-work or other assignments before the program?	