



## Local Agency Facilitated Discussion/Group Class Review Form

Agency: \_\_\_\_\_ Clinic: \_\_\_\_\_ Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Class Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Program Review

T/A

| Facilitated Discussion  | Observation Results | Comments          |
|---|---------------------|-------------------|
| Class is facilitated by a qualified, trained staff member   |                     |                   |
| Class utilized a facilitated discussion model: <ul style="list-style-type: none"> <li>• Sets the agenda and is interactive throughout the class <input type="checkbox"/></li> <li>• Learners and facilitator share problems, knowledge, and experiences <input type="checkbox"/></li> <li>• Supportive group leader style <input type="checkbox"/></li> </ul> |                     |                   |
| Staff uses OARS (open-ended questions, affirmations, reflections, summarizes)   |                     |                   |
| Staff involved the group and: <ul style="list-style-type: none"> <li>• Is accepting and non-judgmental of all view points <input type="checkbox"/></li> <li>• Allows time for everyone to talk by pausing for answers <input type="checkbox"/></li> <li>• Asks group to respond to questions before providing info <input type="checkbox"/></li> </ul>        |                     |                   |
| Class utilized relevant supportive training and education materials (i.e. videos, handouts, incentive items)  |                     |                   |
| Audiovisuals were properly used to reinforce information  |                     |                   |
| Room set-up was conducive to group learning   |                     |                   |
| Participants were scheduled for appropriate classes taking into account preferences, category, risk conditions, cultural identity, etc.   |                     |                   |
| Best Practices  |                     | Needs Improvement |
|   |                     |                   |

✓ = Complete, done completely

N/A = Not Applicable

X= incorrectly done or not done

Rev. 4/13

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**Needs Improvement**

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