

Process Evaluation – Observational Tool 1

General Information:

Date: _____ Observer _____

Time: _____ Location: _____

1. Describe the activities you saw (who, what, etc...)
2. What was surprising?
3. What wasn't so surprising?
4. What questions do you have?
5. In what ways do you think the activities you saw are being implemented as intended?
6. In what ways do you think the activities you saw are **not** being implemented as intended?
7. What will you do to follow-up from this observation?

Process Evaluation – Observational Tool 2

General Information:

Date: _____ Observer: _____

Time: _____ Location: _____

Section	Description	How Did It Link to Goals?

Examples of Sections Include: Introduction, Warm Up, Video Watching, Role Plays, Lecture, Discussion, Interactive Exercises, Closing, Wrap Up