

# Training observation tool

Good training is one which enables the facilitators to reflect on what went well and what can be improved upon. It is for this reason that an observation tool is mandatory. While freewrites are to be encouraged, it is essential that there be a routine, systematic capture of all that occurred in the workshop at the level of preparation, process fidelity, facilitation effectiveness, and participant engagement. The Observer checklist developed by the team emerged from this need to document the face-to-face workshop and reflect on the insights gained thereby.

**The tool will need formatting. It can be found here.**

<https://drive.google.com/open?id=18ZaMzMpeK1TDTkF6wCtrPeHjr9S3enkbUx1uEJHPYEs>

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