

Observer's Checklist

Observer: _____

Participant: _____

Did the participant:

- appear to be well prepared?
- present ideas, not opinions?
- make relevant comments and stay on the subject?
- use evidence or examples to support ideas?
- ask for clarification when needed?
- encourage others to participate?
- listen carefully to others?
- speak loudly and clearly?
- stay engaged in the conversation?
- talk to other participants, not just the facilitator?
- stay open to others' ideas?
- show respect for others?

What was the best point the participant made during the dialogue?

What did the participant do well?

What speaking and listening skills should the participant keep in mind for the next learning dialogue?