**RRT Managers Workshop**

**Venue, country, date**

**Facilitators observation form**

*We would like to request for each session, two facilitators (who are not responsible for delivery of the session) complete this observation form. This will enable the team to refine the training program in future.*

Session title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session facilitator/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Facilitation** | **No** | **To some extent** | **Yes** |
| Did the session run within the allocated time? |  |  |  |
| Was the content well organized? |  |  |  |
| Was the session well facilitated? |  |  |  |
| Where the participants engaged throughout the session? |  |  |  |
| Did the session encourage sharing of participants experiences in relation to the topic being covered? |  |  |  |

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| **Content** | **No** | **To some extent** | **Yes** |
| Were the objectives of the session met? |  |  |  |
| Was the content appropriate for the session? |  |  |  |
| Had the content been contextualized for the Rwandan context? |  |  |  |
| Did the participants seem to understand the content and grasp the key principles covered during the session? |  |  |  |
| Where the support resources/materials provided appropriate for the session? |  |  |  |
| Were the learning outcomes achieved? |  |  |  |

**Where there any topics or concepts that participants seemed to struggle to grasp?**

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**Are there any parts of the training content that you feel need improvement or clarification?**

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**Please suggest some ways the facilitation of the session could be improved (if relevant).**

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**Do you have any other comments or feedback about the training session?**

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