

SOCIAL SCIENTISTS OBSERVATION INSTRUMENT FOR CAPACITY BUILDING ACTIVITIES

**Title of the Event: Master women Training on Value Addition of Fruits and Vegetables
under CRP 1.1 at BARI Chakwal from 16-17 June 2015**

Date _____

Exercise/Topic of lecture (from agenda): _____

No. of participants: _____ Resource Person Name: _____

Observer Name (from SSRI): _____ Time of Exercise hours (from----- to -----)

Learning Objectives of Exercise: What are participants supposed to learn from this component
of the event?

INSTRUCTIONS For Observers: There are two parts to this observation instrument.

One copy should be filled by each of observer (max two observers) for each component/section of event

Part I: Complete Part I first by taking **notes** throughout the exercise. On the left-hand side of the paper, write down only what you **see** and **hear** from both facilitator(s) and participants. Note some of the following:

- How the exercise was set-up by the resource person/facilitator
- What participants said in response to the exercise instructions (were there questions?)
- What participants and facilitator(s) said during the exercise
- How the group debriefed the exercise
- How time was used
- What questions were asked
- How questions were answered

On the right-hand side of the paper write down **impressions** and **questions** you have about what you are seeing and hearing.

- Did the facilitator(s) set-up the exercise adequately?
- Was there lively interaction during the exercise?
- Did participants appear engaged in the exercise?
- How well did the facilitator monitor the exercise?
- Was there a clear learning objective reached during the exercise?
- Was the debriefing done effectively?
- Did participants learn or improve upon an important skill?

Part II: Complete a **summary analysis** based on the notes you took during the exercise. Draw from both these notes and your impressions when completing the summary.

Part I: NOTES

Data-based Observations	Interpretations/Questions/Comments

Part II: SUMMARY ANALYSIS

Use the notes taken during the exercise to answer the questions below.

1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree
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- _____ 1. **Learning objectives** of the exercise were met.
- _____ 2. Facilitator clearly answered the quires of participants.
- _____ 3. The facilitator provided illustrative **examples**.
- _____ 4. The exercise was **well facilitated**.
- _____ 5. The exercise allowed participants to practice their **skills** related to important concepts.
- _____ 6. The exercise was an effective way for individuals to learn important **information**.
- _____ 7. Participants were **actively engaged** in the exercise.
- _____ 8. On the whole, exercise was effective.
- _____ 9. Proper process/procedures were followed (only if agreed/developed for such events before the start of event like Farmer Field Day procedures).
9. How did the facilitator(s) **contribute** to participant learning during this exercise? (Observer own judgment and expert opinion)
10. If the facilitator(s) **failed to contribute adequately** to participant learning during this exercise: what could he or she have done to contribute—or contribute more—to their learning?
11. How did the exercise contribute to helping participants' practical **skills** related to course concepts?