

**CORE TRAINING FOR INSTRUCTORS PROGRAMME
MODERATOR REPORT FORM**

Note: Not all Core Skills will be applicable to every lesson including the final submission.

Enter N/A against a skill that is not applicable for the lesson.

Trainer Name: _____

Trainee name: _____ **Date of lesson:** _____

		Most of the time	Some of the time	Rarely	Notes
Class preparation	Dances selected for content and suitability for the class				
	Lesson carefully prepared: flows well, formations repeated as appropriate				
	Points needing special attention identified and addressed				
	Appropriate warm-ups and cool-downs				
	Contingency plans made in the event that last minute changes were needed				
	Appropriate music selected/liaised with musician				
	Prepared a series of progressive lessons, if applicable				
Lesson delivery	Made the class enjoyable through a pleasant personal manner				
	Encouraged sociability and teamwork				
	Fostered appreciation of the music and developing rhythm				
	Kept the dancers moving				
	Used standard terminology for steps and formations				

		Most of the time	Some of the time	Rarely	Notes
	Demonstrated steps, formations, handing and/or phrasing personally or by using other dancers, videos, or visual aids				
	Pre-taught formations new to the group				
	Used voice effectively to give clear explanations				
	Coached over the music (as in “away from the centre, quarter turn, etc.”)				
	Recapped clearly and concisely				
	Identified and addressed areas for improvement				
	Analysed and resolved problems in formations, handing or phrasing as appropriate to the class				
	Gave encouragement and appropriate praise				
	Managed class numbers and behaviour				
	Showed awareness of instructor positioning				
Self - evaluation after the lesson	Reflected on the outcome of the lesson and noted what went well and what needed improvement				
	Assessed and devised ways to improve personal instructional methods and performance				

Moderator's comments on Trainee

Moderator's comments on Trainer's evaluation

Outcome of Moderation	Satisfactory
	Refer to Convenor of E&T

Moderator: _____ **Signature:** _____

Date of Moderation: _____