



Facilitator

# WORKSHOP

for the SOCIAL TRANSFORMATION

## The observation table

The purpose of this table is to help an observer — working within or outside an organisation's training team — to note down his or her remarks on the way a face-to-face training module is conducted and facilitated.

**These observations will be used to redesign a module or create new training courses aimed at social transformation. The collected information can be used to support the capacity building diagnosis of a course trainers' team.**

## Practical Use

1) Facilitator: role, functions and attitude	Observations	Who leads / facilitates the workshop?
If there are several facilitators, how do they facilitate together?		
What is their training background?		
Does s/he move during the training / workshop?		
If so, to where? To explain what?		
Where does s/he stay in the room?		
In front of the participants? Behind them? At the side? Standing p? Sitting?		
Does s/he ask questions to participants?		
If so, about how many questions does s/he asked during the training-workshop? Are they "open questions" or "closed questions" (yes or no)?		
Does s/he actively listen to participants' answers?		
How does s/he behave towards the participants? Empathetic? Judgemental? Understanding?		
Does s/he speak the same language as the participants?		
Does s/he take note during the training-workshop?		

<b>2) Participants</b>	<b>Observations</b>
Who are they? What is their status? What positions do they occupy? Are they men or women? Where are they coming from? How old are they?	
Why do they attend this training session / workshop?	
How did they hear about the training / workshop? (Who gave them the date, the venue, the programme and the time?)	
Did they come in groups or individually?	
How do they behave during the training / workshop? Do they have group discussions? Are they quiet?	
Do they spontaneously answer to the moderator's questions?	
Who answers to the moderator's questions? Everybody? Only a few participants? If yes, who are those?	
<b>Objectives of the training sessions / workshops</b>	<b>Observations</b>
For whom is this training session / workshop intended?	
Is the training session / workshop only informative, preventive, emancipatory or with political intentions?	
Does the training session / workshop aim at advocacy or at a collective action?	
Is the training session / workshop related to relations of domination?	
Does the training session / workshop aim at developing specific skills? If so, is there a skills framework?	
Does the training session / workshop aim at individual empowerment? Collective empowerment? Or both?	
Is women participants' experience valued through the training session / workshop? If so, how?	
What are the different topics covered during the training session / workshop?	
<b>4) teaching methods</b>	<b>Observations</b>
Is the training method top-down or participatory? Do they build knowledge together?	
Are there different sequences? Introduction, development then conclusion? Do they work with an agenda?	
Does the training session / workshop include activities? Are they individual or collective?	
Does s/he a Powerpoint or sheets?	
Do they have learning resources? Do participants have them and can they keep them after the meeting / workshop?	
What about the training room? Where is the training course / workshop located?	
Are there chairs? Are participants standing or seated?	
Are they organised in a circle or like in a classroom?	
What was the room like? Did anyone set up the chairs beforehand?	
Was there a link with popular education?	

**Objectives:**

- Collect data on how a training course is conducted and facilitated;
- To produce a support document to guide observation in the classroom;
- Back up an educational diagnosis.

**Practical use:** It is recommended to use this table during a face-to-face observation of a module led by one or more facilitators.

It is also recommended to print out this table and fill it by hand rather than digitally in order to reduce the bias induced by the observation system.

**Lien URL de l'article :**

<http://atelier.fdh.org/en/take-action/our-tools/observation-and-diagnostics/article/the-observation-table>

Auteur : **Frères des Hommes**

