
ABB Instructor Class Audit

Instructor Authorization

The overall objective of an Audit is to improve the quality of instruction by providing metrics to measure the class by. The audit may be an unscheduled visit of a class in session to verify procedures are being met and to help support and mentor the Instructor.

Metrics Include:

Content

Delivery ability

Materials

Equipment used

Class length

Instructor Class Audit

Instructor Name: _____ Auditor Name: _____

Class Name: _____ Auditor Signature: _____

Location: _____ Class Date: _____ Student Count: _____

Scheduled/Act. Start Time: _____ / _____ Scheduled / Act. End Time: _____ / _____

		M	I	N	
		R	N	D	
MR-Meets Requirement, IN-Improvement Needed, ND-Not Done					
Section 1) Introductions					
1.1 Roster	Does the Instructor have a Roster or knowledge of expected attendees?				Comment space is provided below
1.2 PPE Check	Did Instructor verify each student has the required PPE?				
1.3 Initial Instructor Introduction	Did the Instructor introduce themselves to the students and shake their hand?				
1.4 Performed classroom logistics	Emergency exit(s), Restroom Location(s), etc.				
1.5 Student Name Tags & Tent Cards	Were name tags and Tent Cards distributed?				
1.6 Student Introduction	Student name? Company name? Job/position with company? Years with Co or Industry?				
1.7 Student Goal	What do you want to get out of the class?				
1.8 Instructor Introduction	Introduce yourself using same info as student introduction				
Section 2) Prepared to Perform Class					
2.1 Instructor prepared to deliver class	Materials, Presentation, write on board or media available				
Section 3) Conduct Class					
3.1 Ability to keep class on topic	Instructors ability to answer questions and get back on track.				
3.2 Instructor ability to answer questions	Instructor answers were correct and addressed student question?				
3.3 Instructors ability to identify student confusion	Identify when students are not understanding a concept or topic.				
3.4 Instructors ability to handle student personalities (overall)	How well did the instructor perform under student pressure, multiple personality types.				
3.5 Ability to handle a heckler student type					
3.6 Ability to handle a Know-it-all student type					
3.7 Ability to handle a Griper student type					
3.8 Ability to handle a Whisperer student type					
3.9 Student perception of the Instructor	Instructor attitude, body language, attire, appearance, etc.				
3.10 Lab Reviews	Instructors ability to review and explain lab lessons learned.				
See next page for additional comments.					
Overall Rating:					

Rev C

Additional Notes or Observations:
