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| **Evaluation Sheet – Session Facilitation**  **[PE Session]** | | | | | | | Sheet ID:  **B-III** |
| 1. **Session Information** | | | | | | | |
| Date: |  | | Time: |  | | | |
| Facility: |  | | | | | | |
| Session Number and Topic: |  | | Number of Participants: | | |  | |
| 1. **Facilitator Information** | | | | | | | |
| Name: |  | Designation: | | |  | | |
| 1. **Evaluator Information** | | | | | | | |
| Name: |  | Designation | | |  | | |

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| **Standard Operating Procedure (SOP) of PE Session** | | |
| **Facilitation Steps** | **Facilitator’s Actions** | **Standard Time Allocation** |
| 1. Check-in | 1. Give greetings and introductory remarks for icebreaking | 5 min |
| 1. Introduction | 1. Briefly explain the topic of the day and what participants will learn about today |
| 1. Lecture | 1. Give a lecture on the topic based on presentation slides (INTREPRET Series No. 3: Psycho-Education Modules for Patients and Family Members) 2. Allow participants to ask questions and encourage them to share their opinions | 50 min |
| 1. Summary | 1. Summarize what participants have learned today | 5 min |

| **Evaluation Standards** | | **Evaluation\* Score** | **Comments** |
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| 1. **Psycho-Education Content** | | | |
| 1. Accurate teaching | Give accurate information when lecturing and responding to questions that is based on the literature rather than a belief system | 3 2 1 |  |
| 1. Referencing CBT sessions | Reference related topics in CBT sessions | 3 2 1 |  |
| 1. **Lecture Style** | | | |
| 1. Interaction with patients and family members | Encourage both patients and family members to raise questions or opinions and make the session interactive (do not make it a one-way communication session) | 3 2 1 |  |
| 1. No confrontation | Avoid attacking, harsh, disrespectful, and mean-spirited responses; just take no notice of, or give mild non-supportive remarks on, participants’ inappropriate behavior/comments | 3 2 1 |  |
| 1. No sarcasm | Avoid being rude, biting or cutting to participants | 3 2 1 |  |
| 1. Limited interruption of participants’ talk | Allow participants to complete a sentence and avoid talking over them—however, respectfully control a lengthy talk in a manner that does not demotivate the speaker | 3 2 1 |  |
| 1. **Elements of Psycho-Education Session** | | | |
| 1. Use of presentation slides | Use standardized presentation slides (INTREPRET Series No. 3: Psycho-Education Modules for Patients and Family Members) | 3 2 1 |  |
| 1. Introduction of topic | Explain the topic and what participants will learn | 3 2 1 |  |
| 1. Presentation of content | Present the slide content with the facilitator’s own words instead of just reading texts on the slides | 3 2 1 |  |
| 1. Wrap-up | Finish by summarizing what participants have learned | 3 2 1 |  |
| 1. **Time Allocation** | | | |
| 1. Session duration | Spend 60 minutes and do not finish earlier | 3 2 1 |  |

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| *Overall comments and suggestions to the facilitator:* |

*Signature of Evaluator: Date:*