

Evaluation Sheet – Session Facilitation [PE Session]

Sheet ID:
B-II

A. Session Information

Date:	Time:
Facility:	
Session Number and Topic:	Number of Participants:

B. Facilitator Information

Name:	Designation:
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C. 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	a. Give greetings and introductory remarks for icebreaking	5 min
2. Introduction	b. Briefly explain the topic of the day and what participants will learn about today	
3. Lecture	c. Give a lecture on the topic based on presentation slides (ENTREPOSE Series No. 4: Psycho-Education Modules for Patients and Family Members) d. Allow participants to ask questions and encourage them to share their opinions	50 min
4. Summary	e. Summarize what participants have learned today	5 min

Evaluation Standards	Evaluation* Score	Comments
I. Psycho-Education Content		
1. Accurate teaching	3 2 1	
2. Referencing CBT sessions	3 2 1	
II. Lecture Style		
3. Interaction with patients and family members	3 2 1	
4. No confrontation	3 2 1	

* Evaluation Score:

3-Satisfied the standard; 2-Partly satisfied the standard; 1-Not satisfied the standard

Evaluation Standards		Evaluation* Score	Comments
5. No sarcasm	Avoid being rude, biting or cutting to participants	3 2 1	
6. 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	
III. Elements of Psycho-Education Session			
7. Use of presentation slides	Use standardized presentation slides (ENTREPOSE Series No. 4: Psycho-Education Modules for Patients and Family Members)	3 2 1	
8. Introduction of topic	Explain the topic and what participants will learn	3 2 1	
9. Presentation of content	Present the slide content with the facilitator's own words instead of just reading texts on the slides	3 2 1	
10. Wrap-up	Finish by summarizing what participants have learned	3 2 1	
IV. Time Allocation			
11. Session duration	Spend 60 minutes and do not finish earlier	3 2 1	

Overall comments and suggestions to the facilitator:

Signature of Evaluator: _____

Date: _____

* Evaluation Score:
3-Satisfied the standard; 2-Partly satisfied the standard; 1-Not satisfied the standard