| Workshop Location:  | Date:  | Observer:  |
| --- | --- | --- |
| Leaders’ Names: | Start time: | End time: |

| Reason for Fidelity Check:* New Leader 🞎 First Session 🞎 Complaint Lodged 🞎 General Check
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| ***General Observations*** |
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| 1. In your opinion, was the training space comfortable for the group (e.g. room size, room temperature, lighting, noise level, etc)? | Yes No Comments: |
| 2. Were charts 2: DIABETES SELF-MANAGEMENT TOOL BOX, 3: WORKSHOP GUIDELINES, 5: BRAINSTORMING, 7: PARTS OF AN ACTION PLAN, and 8: PROBLEM SOLVING STEPS posted on the wall during the class? | Yes No Comments: |
| 3. Were the leaders on time/early and did the workshop start on time? | Yes No Comments: |
| 4. Was the session agenda posted at the beginning of the session? | Yes No Comments: |
| 5. Did the charts follow the appropriate guidelines:* Used dark colored marking pens
* Legible handwriting
* Easily readable from across the room
 | Yes No Comments: |
| 6. Did leaders appropriatly paraphrase to deliver material presented in the leaders’ manual? | Yes No Comments: |

| ***Activity – Feedback/Problem-Solving Session*** |
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| Leader facilitating: |
| 1. Did the leaders briefly restate their action plans and report their successes? | Yes No Comments: |
| 2. Did the leaders ask for a volunteer participant to report on their action plan in the same way? | Yes No Comments: |
| 3. Did the leaders praise participants for achieving their action plans or for modifying and being goodself-managers? | Yes No Comments: |
| 4. If a participant stated that they did NOT achieve their action plan, did the leaders problem solve with the group? | Yes No N/AComments: |
| 4a. Did the leaders utilize Chart 8: STEPS TO PROBLEM SOLVING according to the leaders’ manual guidelines? | Yes No Comments: |
| ***Activity – Making An Action Plan*** |
| Leader facilitating: |
| 1. Did the leader utilize Chart 8: PARTS OF AN ACTION PLAN to facilitate this activity? | Yes No Comments: |
| 2. Did the LEADER remind participants that an Action Plan is something THEY WANT to do? | Yes No Comments: |
| 3. Did the leaders model action planning correctly for participants by stating: WHAT, HOW MUCH, WHEN, and a CONFIDENCE level? | Yes No Comments: |
| 4. Was each participant given the chance to make an action plan? | Yes No N/AComments: |
| 5. When creating action plans, did the PARTICIPANTS explain WHAT, HOW MUCH, WHEN, and a CONFIDENCE level?  | Yes No Comments: |

| ***Facilitation Skills*** |
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| 1. Were the leaders respectful by accepting differing points of view and by avoiding making judgments of participants’ ideas, progress or action plans? | Yes No Comments: |
| 2. Were the leaders able to keep participants on topic (redirecting off-topic conversations, etc)? | Yes No Comments: |
| 3. If participants were reluctant to participate in activities, did the leaders gently encourage, but NOT force, their participation (even if unsuccessful)? | Yes No Comments: |
| 4. When using personal examples, did the leaders talk about themselves for less than one minute? | Yes No N/AComments: |
| 5. Did the leaders add content material, stories, anecdotes, or information not provided in the leaders’ manual (these might include stories or inspiration, information about community programs, etc.)? | Yes No Comments: |
| 6. Did the leaders leave out or skip over content material provided in the leaders’ manual? | Yes No Comments: |
| 7. Were the participants provided a snack? | Yes No Comments: |

| ***Additional Observations/Comments*** |
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| 1. In your opinion, did these leaders work well together? | Yes No Comments: |
| 2a. Were the leaders able to keep participants on topic? 2b. In your opinion, did the leaders handle problem people appropriately (e.g. judgmental, overly talkative, etc)? | Yes No Comments: |
| 3. Was there a resource table available at this workshop? | Yes No Comments: |
| 4. What else did you observe at this workshop that will help us understand the quality of the programming at this location? |

| ***Session Specific Activities Observed:*** |
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| Leader facilitating: |
|  | Yes No Comments: |
|  | Yes No Comments: |
|  | Yes No Comments: |
|  | Yes No Comments: |
| ***Activity Specific Question Bank*** (Fill in table with questions for the particular session) |
| Session 1 | 1. Did the leader clearly explain how brainstorming works?
2. Did the leader emphasize that healthy eating is individual and go through the guidelines?
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| Session 2 | 1. Did the leader effectively use Chart 7 without explaining each point in extreme detail?
2. Did leaders accurately deliver instructions, and take time to ensure participant understanding, on how to use the food guide to find recommended portion and nutrients for 3 food items?
3. Did the leader utilize Chart 13 to explain other causes of low blood sugar?
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| Session 3 | 1. Did leaders ask participants questions about exercise and food’s relationship to blood sugar?
2. Did leaders ensure participants understood Chart 14 – “Call for Medical Help When…”?
3. Did leaders allow adequate brainstorming time for ways to cut fat intake in their diet?
4. Did leaders follow Charts 15 and 16 when going through decision making?
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| Session 4 | 1. Did leaders allow ample time for discussion around managing difficult emotions?
2. Did leaders go through the nutrition label clearly to ensure all participants learned how to read them?
3. Did leaders have menu planning charts printed and prepared for participants to use during the activity?
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| Session 5 | 1. Did leaders explain the body scan and offer alternatives for those who did not want to participate?
2. Did leaders go through the scripts for communication?
3. Did leaders model exercise with one marching and one seated conducting?
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| Session 6 | 1. Did leaders use Chart 25 to discuss good foot care habits?
2. Did leaders clearly go through Chart 27 when discussing medication effects?
3. Did leaders conduct the brainstorm for healthcare professionals and healthcare organizations on one sheet with two different colored markers?
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| ***Additional Comments:*** |