



Instructor Self-assessment Checklist

This form consists of questions/statements to help you examine the various aspects of your teaching abilities and the methods used. It can help you identify areas of strength and things you can improve on.

Instructions:

Read through the list and assess your degree of satisfaction regarding your performance. For each item checked **Need to improve**, write down the possible steps you could take.

Lesson delivery		OK	Need to improve	How
1.	I preview new topics.			
2.	I explain what my students can expect to learn in the lesson.			
3.	I find out what my students already know and can do.			
4.	I adapt activities to individual differences.			
5.	I use a variety of teaching techniques.			
6.	I provide frequent and specific feedback.			
7.	I look for and use teachable moments.			
8.	I relate information to the students' world.			
9.	I use visual aids to help my students learn.			
10.	My demonstrations are smooth, clear, and correct.			

Communication skills		OK	Need to improve	How
11.	I have a clear, audible voice.			
12.	I vary the tone and pace of my voice.			
13.	I am brief and concise.			
14.	I listen carefully and make sure I understand.			
15.	I think before I talk.			
16.	I use good examples and stories.			
17.	I use words that my students understand.			
18.	I present information in an appropriate sequence.			
19.	I use humour appropriately.			

Involving students		OK	Need to improve	How
20.	I find out about my students' background & experience.			
21.	I involve my students in setting goals and objectives.			
22.	I find out about special concerns or challenges.			
23.	I ask open questions that promote thinking and understanding.			
24.	I transfer decision making responsibility to my students in stages and as soon as appropriate.			
25.	I obtain feedback and suggestions from my students.			
26.	I try to connect with my student's supervisor/parents.			
27.	I encourage my students to assess their own knowledge, skill and attitude.			

Enthusiasm		OK	Need to Improve	How
28.	I have fun teaching.			
29.	I show enthusiasm about by subject.			
30.	I show an interest in my students.			
31.	I respect and support "slow" learners and have as much patience as needed.			
32.	I respect "fast" learners and make sure they stay motivated by teaching at their level.			
33.	I am friendly and open.			
34.	I avoid being sarcastic.			

Planning		OK	Need to improve	How
35.	I refer to lesson records before teaching to prepare for the lesson.			
36.	I use a lesson plan.			
37.	I plan routes in advance and always know areas to avoid due to construction or congestion.			
38.	I involve my students in route planning when appropriate.			
39.	I plan pick up and drop off of students to allow for adequate travel and break times for myself.			
40.	I schedule days off for myself at regular intervals to avoid burn-out.			
41.	I start and finish on time.			
42.	I keep records about the lessons including notes for future reference.			

Dealing with emotions		OK	Need to improve	How
43.	I can face disagreement.			
44.	I handle tension and stress well.			
45.	I can express or hide my emotions when appropriate.			
46.	I respond to expressions of feelings.			
47.	I express appropriate praise.			
48.	I express warmth and empathy to my students.			

Safety		OK	Need to improve	How
49.	I ensure vehicles used for training are safe every day.			
50.	I am thoroughly familiar with the vehicle's safety devices and technology.			
51.	I explain to my students when & how I may take control.			
52.	I explain how responsibility for safety is shared.			
53.	I use appropriate routes for students' ability and avoid situations that they can't handle.			
54.	I pay attention to traffic and to my students at all times.			
55.	I know when to remain silent to avoid distracting my students.			
56.	I give route directions in good time.			
57.	I intervene in a timely and appropriate manner to avoid critical safety issues.			
58.	I watch for signs of tiredness or stress.			
59.	I ensure comfort for my students.			
60.	I allow my students to make mistakes when safe.			
61.	I never use my cell phone or other handheld device when driving.			
62.	I keep doors locked when in the vehicle.			
63.	I always use a seatbelt and/or other safety equipment and ensure my students do too.			
64.	I secure risky loose objects in my vehicle.			

Self-learning		OK	Need to improve	How
65.	I keep up to date on vehicle technology and traffic law.			
66.	I think about my teaching before, during and after the lesson.			
67.	I look for opportunities to learn more about teaching and learning, vehicles and driving.			
68.	I am familiar with ICBC's manuals and use up-to-date versions.			
69.	I am familiar with ICBC's website including online practice knowledge tests and road test tips.			
70.	I conduct myself professionally when dealing with customers, other industry members and ICBC.			
71.	I stay up-to-date on electronic technologies that I may use in my teaching.			
72.	I ask for comments on my performance.			
73.	I respond openly to feedback and suggestions.			

Notes: