

National Training Team (NTT) Instructor Observation Checklist

Section I: Identifying Information:	
Class Start Date:	Class End Date:
Location of Training Mission:	
NTT Instructor Name:	Lead Instructor/Observer Name:
Course Title:	Instructor Role:
Section II: Signatures:	
Signature of NTT Instructor	Signature of Lead Instructor Observer
Section III: Guidelines:	
Instructions: The NTT Lead is to complete this checklist for each member of the training team for every NTT Screening of Passengers by Observational Techniques (SPOT) Training Mission. The Lead and the Team Member are to review and sign this checklist at the completion of each training event and submit to the Behavior Detection and Analysis (BDA) Program Office at SPOT.Training@tsa.dhs.gov. The BDA Program Office will execute this checklist on Lead Instructors on a quarterly basis. The BDA Program Office requires all NTT Members to meet or exceed SPOT Basic and Refresher course expectations. NTT Members who do not meet or exceed expectations upon completion of observation will: (1) receive feedback and suggestions to address specific deficiencies; (2) be monitored and/or observed during future SPOT Training deployments; (3) receive additional feedback to discuss member's progress (or lack thereof); (4) May be reviewed and applied to remove an NTT member upon unsuccessful improvement. This worksheet will be retained by the BDA Program Office for analysis of instructor performance over time, and can be submitted to the NTT Member's Airport of Record (AOR) for use in yearly TOPS or EPMP evaluation at the AOR's discretion. Completed NTT Instructor Observation Checklists will be held in the instructor's folder within the BDA Program Office.	
Point Value Assignments: 0 = Does not Meet Standard 1 = Meets Standard 2 = Exceeds Standard	
If an instructor does not 'Meet Standards' for any item, the Lead Instructor must specify in the "Comments" section for the applicable category how and when the issue was addressed with the instructor, and what the outcome was. It is expected that on the instructors next deployment he or she will improve on the item(s) in question. Please note that failure to improve over time on a specified/documented area of deficiency may result in removal from the NTT at the Program Office's discretion. If a proposal is made to remove a member, a complete review of the member's overall performance will be considered prior to making a final determination. "Comments" sections are also to be used to recognize instructors who display exemplary skills, or commendable actions while at an NTT training event.	
Required Categories by Instructor Role: SPOT Basic Classroom and OJT Instructor: Categories I-VI SPOT Basic OJT Instructor Only: Categories IV-VI SPOT Refresher Instructor: Categories I, II, V, VI	

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Section IV: Observation

Category I	Evaluated skill level			TOTAL
	0	1	2	
Presentation - Maximum Point Value 32				
Presented or explained content clearly				
Information is technically accurate				
Taught from the discussion points listed in instructor guide				
Used good examples to clarify points				
Transitioned and chained material effectively				
Varied explanations to respond to participant questions or needs for clarification				
Emphasized key points				
Avoided distracting mannerisms				
Used graphics, visual aids or other enhancements to support presentation as described in instructor guide				
Used appropriate voice volume and inflection				
Refers participants to student material when specified in instructor guide				
Presented information or led discussions with enthusiasm and interest				
Responded appropriately to participant behaviors indicating boredom or confusion				
Provides interim and final summaries for reinforcement				
Monitors groups during activities				
Manages time according to schedule				0
Comments:				

Category II	Evaluated skill level				
Mastery of Content - Maximum Point Value 14	0	1	2		TOTAL
Presented content at an appropriate level for the participants					
Presented material relevant to the purpose of the course					
Demonstrated command of the subject matter					
Able to enhance lesson with relevant examples					
Introduces and concludes videos					
Avoids reading lesson material verbatim (exception: quoted information, directions, etc...)					
Ensures key points denoted in Instructor Guide are covered					
Comments:					

Category III	Evaluated skill level				
Test Administration - Maximum Point Value 16	0	1	2		TOTAL
Follows Test Administration Guide					
Specifies materials that may or may not be used during test					
Specifies test time limits					
Sets up equipment in advance					
Communicates test directions clearly					
Participants are monitored during test					
Secures all SSI testing material to protect test integrity					
Records all testing data as determined by BDAP					
Comments:					

Category IV	Evaluated skill level			
On-the-Job-Training (OJT) - Maximum Point Value 28	0	1	2	TOTAL
Reviews SPOT OJT Checklist with participants				
Each day review the daily OJT expectations with participants as outlined in the OJT Guidelines Booklet				
In-brief with participants at the beginning of each day of OJT				
Continuously monitors and provides oversight of all SPOT duties				
Provides assistance as needed during a SPOT referral				
Performs WTL as needed to reinforce proper techniques				
Provides constructive feedback not only in areas of improvement but also in areas in which the participant is meeting standards				
Confirms BDO Notebooks are secured at the end of each day				
Ensures OJT time is spent constructively				
Communicates any concerns in participant progress to Core Instructor				
Informs participants of their daily status (Meets Standards/Does Not Meet Standards) during their individual assessment at the end each day of OJT				
Interacts with participants in a courtesy, professional and respectful manner				
Documents feedback/recommendations of participant's performance on the SPOT Proficiency OJT Checklist as needed				
Properly completes SPOT Proficiency OJT Checklist in a timely manner				
Comments:				

Category V					Evaluated skill level		
Participant Interactions - Maximum Point Value 12	0	1	2		TOTAL		
Is constructive and cooperative in interactions with participants and receptive to their contributions							
Communicates with participants regarding curriculum, instruction and progress towards meeting learning goals							
Encouraged participant questions							
Waited sufficient time for participants to answer questions							
Provided opportunities for participants to interact together to discover/discuss or practice content points							
Paraphrases participants questions for clarification					0		
Comments: 							

Category VI					Evaluated skill level		
Teamwork/General - Maximum Point Value 20	0	1	2		TOTAL		
Arrives prepared and ready to instruct							
Provides support for co-instructors as needed							
Displays professionalism at all times							
Uses good time management							
Uses training equipment effectively							
Environment is appropriate within instructor's control							
Assist with classroom set up and break down							

