



## 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:**