

**SHOOTING FEDERATION OF CANADA  
NCCP Instructor-Beginner Program  
Learning Facilitator Evaluation Tool**

Name of LF: \_\_\_\_\_

CC# \_\_\_\_\_ Date: \_\_\_\_\_

LF Email: \_\_\_\_\_ Location: \_\_\_\_\_

LF Address: \_\_\_\_\_

LF Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Name of MLF Evaluator: \_\_\_\_\_ CC#: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # ( \_\_\_\_\_ ) \_\_\_\_\_

Criteria	Evidences	Needs improvement	Meets standard	Exceeds standard	Comments
		0	1	2	
Plans and prepares for workshop	Arrives at least 30 minutes in advance				Minimum standard = 3 (no 0)
	Has all the necessary materials				
	Ensures set-up of facility to create a positive learning atmosphere				
Creates and maintains a supportive learning environment	Greets each coach as they arrive				Minimum standard = 4/6
	Assesses the characteristics of the group				
	Manages group discussions effectively				
	Manages conflict within groups effectively				
	Manages counter-productive behaviour effectively				
	Adapts to diverse learning styles				
Effectively facilitates to achieve outcomes	Presents problems/situation clearly				Minimum standard = 6/9
	Guides the coaches through personal reflection				
	Draws clear links between learning activity and desired learning outcome				
	Helps coaches identify key issues				
	Helps coaches learn how to resolve problem				
	Asks appropriate questions during debrief				
	Reviews learning outcomes after each module				
	Uses a wide range of learning activities and interventions				
	Ensure that all participants are engaged in learning activities				

Name of LF: \_\_\_\_\_ Name of MLF: \_\_\_\_\_

Criteria	Evidences	Needs improvement	Meets standard	Exceeds standard	Comments
		0	1	2	
Manages time and keeps group on task	Keeps the group on schedule				Minimum standard = 3/4
	Follows the established critical path				
	Draws on prior experiences of the group and uses these experiences to reinforce module essentials				
	Gives an appropriate number of breaks during the workshop				
Demonstrates positive leadership skills	Gives attention to all participants according to individual needs				Minimum standard = 3/4
	Maintains objectivity in discussions				
	Creates many interactive opportunities for participants				
	Respects the experience and input of the participants				
Demonstrates expertise and communicates effectively	Demonstrates a strong knowledge of module content				Minimum standard = 7/11
	Clearly articulates content and instructions				
	Uses current NCCP terminology				
	Uses vocabulary easily understood by participants				
	Clearly defines new/unfamiliar territory				
	Encourages dialogue to maximize participation				
	Promotes expression of thoughts and ideas				
	Communicates with respect and empathy				
	Listens effectively and actively				
	Recognizes non-verbal communication				
	Uses media/technology to enhance learning				
Models behaviour consistent with NCCP ideals	Articulates and models NCCP code of ethics, code of conduct, Fair Play principles, values and philosophy				Minimum standard = 5/7
	Presents a positive and professional image of the NCCP				
	Clearly articulates the NCCP concept and structure				
	Can answer frequently asked questions about the NCCP				
	Integrates principles concerning athletes with a disability				
	Uses non-discriminatory, non-sexist and inclusive language				

(Minimum pass standard = 31) TOTAL SCORE: \_\_\_\_\_

Name of LF: \_\_\_\_\_ Name of MLF: \_\_\_\_\_

MLF Comments/Recommendations:

Score: \_\_\_\_\_

Follow-up required:

Final Status:

- Needs Improvement (must be re-evaluated following additional preparation)
- Meets Standard (is granted certified LF status)
- Exceeds Standard (is granted certified LF status)

Name of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

**This form is to be returned within 10 days of the evaluation to:  
Shooting Federation of Canada  
45 Shirley Blvd, Ottawa, Ontario, K2K 2W6**

**Please provide a copy to the LF being evaluated, and maintain a copy for your own records**