



# AYSO

## Management Instructor Mentoring Tool

Comments to Instructors and Mentors:

The Mentoring Tool supplies an effective evaluation process within the context of a “critical examination.” *Critical*, in this case, is used to mean “essential and necessary,” rather than in the colloquial sense of “negative.” These effective mentoring sessions offer exposure to two types of evaluation:

- Opportunity for Self-evaluation
- Access to an evaluation by a knowledgeable colleague (mentor)

The trained mentor, who can help to focus the evaluative process, guides the use of the evaluation tool.

The Mentoring Tool focuses observations on the critical elements needed to measure both effectiveness and competency. The evaluations are expected to

1. Observe the overall presentation.
2. Assess the effectiveness of the lesson’s application.
3. Identify points of strength.
4. Identify opportunities for growth.

The end product is intended to be an analysis of the lesson with constructive feedback and specific recommendations for continued growth.

Management Instructor Program expectations:

Management	Subject matter knowledge is expected with at least minimal comfort shown speaking to a group [Sets the precedent of following AYSO protocol.]
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**The lead instructor should make the final determination to approve a participant as an instructor with input from the mentor(s).**



**Candidate Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mentor's Name** \_\_\_\_\_

**Presentation** \_\_\_\_\_

**Location of Course** \_\_\_\_\_

Definitions of scores for evaluation:

1= Fails to meet minimum standards

2= Sometimes meets minimum standards

3= Meets minimum standards

4= Exceeds minimum standards

Observation	1	2	3	4	Comments
<b><u>Pre-Presentation</u></b>					
Appearance of instructor					
Organization					
<b><u>Presentation</u></b>					
Gave adequate introduction (if applicable)					
Appeared relaxed and confident					
Adapted presentation to needs of students					
Demonstrated creativity in presentation					
Obtained adequate class participation					
Involved students in presentation – asked questions					
Used training aids properly					
Answered questions adequately					
Completed presentation on time					
Met lesson plan goals & objectives					
<b><u>Knowledge</u></b>					
Instructor has AYSO information specific to presentation					
Instructor has knowledge of the AYSO National Management Program					
Instructor corrected any factual errors suggested by students					

Instructor's presentation meets the standards:      Passed \_\_\_\_\_      Needs additional work \_\_\_\_\_



## **ADDITIONAL INSTRUCTOR COMMENTS**

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**Follows Lesson Plan**

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**Responds to student questions – Asks questions**

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**Demonstrates knowledge of subject matter**

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**Uses lecture, demonstration and guided participation appropriately**

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**Additional comments**

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