

The WISE Project

Wellbeing in Secondary Education



Observation Schedule
Mental Health First Aid Peer Support
(2 day session)

Researcher Observation Proforma

Date of Observation: _____

Name of Observer: _____

Time of Observation: From _____ to _____

No. and duration of breaks: _____

Instructor 1: _____

Instructor 2: _____

School Code: _____

Site (e.g. on school site/off school site): _____

Venue (e.g. classroom/hall): _____

Seating Configuration (e.g. conference; cabaret): _____

Available Breakout Rooms: Yes / No

Breakout Rooms Required: Yes / No

Adequacy of Venue (e.g. comfort for participants; availability of electronic resources; suitability of room set-up for training needs; privacy):

Inadequate	Generally adequate with some notable inadequacies	Adequate
1	2	3

Comments: _____

Day 1

Reach:

Number of Participants expected to attend: _____

Number of participants attended (including additional attendees): _____

Number of participants: Teaching Staff _____ Non-Teaching Staff _____

Number of absences: _____

Reasons for absence(if known): _____

Number of additional participants (not on original list): _____

Reasons for attendance (e.g. replacing withdrawal): _____

Comments: _____

Dosage:

How many participants did not attend the complete training course (e.g. left early or arrived late):

Reasons for non-completion: _____

Day 2

Reach:

Number of Participants expected to attend: _____

Number of participants attended (including additional attendees): _____

Number of participants: Teaching Staff _____ Non-Teaching Staff _____

Number of absences: _____

Reasons for absence(if known): _____

Number of additional participants (not on original list): _____

Reasons for attendance (e.g. replacing withdrawal): _____

Comments: _____

Dosage:

How many participants did not attend the complete training course (e.g. left early or arrived late):

Reasons for non-completion: _____
