

Individual Session
Evaluation Form

Staff Member: _____

Date/Time of Session Observed: _____

The following items should be assessed for one-on-one sessions. For each item on this form, decide if each skill "was demonstrated with no need for improvement" (2)—there are no recommendations for improvement in this area, "was demonstrated but there is room for improvement" (1)—item was met, but there is some room for improvement, or "was unsatisfactory" (0)—coaching/direction is needed. Depending on the length of the observation, the evaluator may not have an opportunity to observe all items. Code as N/A if an item was not observed.

COUNSELOR SKILL ITEMS	Was demonstrated with no need for improvement=2 Was demonstrated but there is room for improvement=1 Skill was unsatisfactory=0 Not Applicable=N/A	COMMENTS
A. SESSION STRUCTURE/FORMAT		
1. The Counselor completed the following steps during the one-on-one session:		
<ul style="list-style-type: none"> • Check-In (rapport building, review of rule compliance, and assessment of current issues) 		
<ul style="list-style-type: none"> • Review (intervention discussed in prior meeting application or practice of prior interventions review homework assignments, discussion of goals and goal progress, community referral agencies if applicable) 		
<ul style="list-style-type: none"> • Intervention (Identify criminogenic need. Teach relevant skills, target problematic thinking, engage client in problem solving (MUST BE A CBT intervention)) 		
<ul style="list-style-type: none"> • Homework (Assign homework that practices the intervention outside of the session, help the offender generalize learning of the intervention to new situations) 		
Overall Session Structure/Format Rating	Total points = _____	Avg rating (Total points/# of items-not including N/A) = _____
B. COUNSELOR KNOWLEDGE/MODELING		
1. Uses cognitive restructuring techniques, where applicable		
2. Displays pro-social thinking and behavior		
Overall Counselor Knowledge/Modeling Rating	Total points = _____	Avg rating (Total points/# of items-not including N/A) = _____
C. TEACHING SKILLS		
1. Teaches—Introduces the skill/technique and provides opportunity for the client to explore the relevance and usefulness of the skill/technique		
2. Models—Counselor demonstrates technique or skill steps to participants		
3. Practices—Client practiced the skill steps/technique being taught		
4. Feedback—Provides constructive feedback to client		
Overall Teaching Skills Rating	Total points = _____	Avg rating (Total points/# of items-not including N/A) = _____

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Areas of strength:

Areas for training or growth:

Evaluator Signature: _____

Date: _____

Observed Staff Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Coaching Plan:
