

## Mediation Observation Form

Observer	<input type="text"/>	Designation	<input type="text"/>	Date	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YY"/>
Village	<input type="text"/>	Block	<input type="text"/>	District	<input type="text"/>		
Video name	<input type="text"/>						
Mediator	<input type="text"/>			<input type="checkbox"/> Male	<input type="checkbox"/> Female		
Mediator since	<input type="text" value="B"/> 0 to 3 months	<input type="text" value="I"/> 3 to 6 months	<input type="text" value="E"/> More than 6 months				
Duration	<input type="text" value="HH"/>	<input type="text" value="MM"/>	Attendance <input type="text"/>				

**Rating**      *Good = 2,      Needs Improvement = 1,      Undesirable = 0*  
**Grade**      *A: 16 – 22,      B: 9 – 15,      C: 0 – 8*

### T1 Equipment setup and handling

Condition of the equipment ( <i>working = Yes, not working = No</i> )	Pico projector	Remote	Speaker
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mediator's ability to properly setup and handle equipment			<input type="text"/>

### T2 Context setting and facilitation (Mediator's ability to -)

make environment conducive (comfortable seating, no distractions, enough darkness)	<input type="text"/>
make participants feel at ease (created nonthreatening and engaging conditions)	<input type="text"/>
invite and share participant's experience on last screened video	<input type="text"/>
introduce the topic, shared the reason for choosing the topic and seek group's feedback on the topic	<input type="text"/>
encourage and engage the group in the discussions	<input type="text"/>
respond effectively to the participants	<input type="text"/>
summarize at the end of the dissemination and encourage participants to adopt screened practice	<input type="text"/>

### T3 Subject knowledge (Mediator's ability to -)

mediate at appropriate points in the video	<input type="text"/>
provide appropriate responses and information to the participants	<input type="text"/>

### T4 Documentation (Mediator's ability to -)

fill-up the dissemination form completely and correctly with all the relevant information	<input type="text"/>
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Total	<input type="text"/>	Out of	22	Grade	<input type="text"/>
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### Does mediator need refresher training?

<input type="checkbox"/> Equipment handling (E)	<input type="checkbox"/> Facilitation (F)
<input type="checkbox"/> Subject knowledge (S)	<input type="checkbox"/> Documentation (D)
<input type="checkbox"/> Any other aspects (O) _____	

Observe if the mediator tried innovative ways to disseminate the video. Use back of this form for your comments and community feedback.

Signature of the mediator: \_\_\_\_\_  
(after the feedback)

## Guidelines for mediation observation

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1. Equipment setup and handling
  - 1.1. Condition of the equipment
    - Y If equipment is working in proper order. One "Y" for each equipment
    - N If equipment is not working properly or not working at all.
  - 1.2. Mediator's ability to properly setup and handle equipment
    - 2 Complete setup and operation without anyone's assistance.
    - 1 Setup with someone's assistance but could operate independently.
    - 0 Did not know how to operate these equipment.
2. Context setting and facilitation (mediator's ability to ...)
  - 2.1. make environment conducive (comfortable seating, no distractions, enough darkness)
    - a. Clean space
    - b. Comfortable seating (enough sitting space and not very hot or cold)
    - c. Clear view to the screen
    - d. Enough light to screen (darkness) and discuss (some source of light)
  - 2 Met all of the above mentioned conditions
  - 1 Met only two conditions from the above list
  - 0 Met one or none of the conditions from the above list
  - 2.2. make participants feel at ease (created nonthreatening and engaging conditions)
    - 2 Mediator started with small talks in engaging manner with most of the participants
    - 1 Mediator started with small talks with only a couple of participants
    - 0 Mediator did not start with small talks
  - 2.3. invite and share participant's experience on last screened video
    - 2 Enquired about adoption from all but invited experience sharing from at least 3 members
    - 1 Only enquired on adoptions but no sharing of experience happened.
    - 0 Did not enquire on adoption from pervious screening
  - 2.4. introduce the topic, shared the reason for choosing the topic and seek group's feedback on the topic
    - 2 Introduced the topic, shared reason for choosing the topic and invited experience sharing on the topic
    - 1 Only introduced the topic
    - 0 Did not introduce the topic but directly started screening the video
  - 2.5. encourage and engage the group in the discussions
    - 2 Acknowledged participant's responses and asked questions to engage most of the participants
    - 1 Either acknowledged participant's responses or engaged participants with open and closed questions
    - 0 Neither queried not acknowledged participant's responses
  - 2.6. respond effectively to the participants
    - 2 Explored and paraphrased to create common understanding
    - 1 Only explored but did not bring clarity
    - 0 Did not explore
  - 2.7. summarize at the end of the dissemination and encourage participants to adopt screened practice
    - 2 Summarized adoption points and concluded the dissemination by encouraging participants to adopt
    - 1 Either summarized adoption points or encouraged participants to adopt practice
    - 0 Ended screening without conclusion and summarization of adoption points
3. Subject knowledge (Mediator's ability to ...)
  - 3.1. mediate at appropriate points in the video
    - 2 Mediated at appropriate points and discussed / explored
    - 1 Mediated at appropriate points and only asked questions without discussion
    - 0 Neither mediated at appropriate interval nor discussed the content at the end of the screening
  - 3.2. provide appropriate responses and information to the participants
    - 2 Responded to all the questions raised by the participants
    - 1 All the queries from the participants were not attended
    - 0 No responses provided to the participants on their queries
4. Documentation (Mediator's ability to ...)
  - 4.1. fill-up the dissemination form completely and correctly with all the relevant information
    - 2 All the fields were filled-up in the dissemination form / record
    - 1 Some fields were left blank (other than expressed questions)
    - 0 Dissemination form was not used or no information was recorded