

# Instructor Shadow Program— *Observation Form*

Instructor in Training: \_\_\_\_\_

Experienced Instructor Observed: \_\_\_\_\_

Dates: \_\_\_\_\_

## Program Overview

This 4-week shadow program is designed to help new instructors build a foundation by observing experienced staff. Each week has focus areas. Use this form to take notes, reflect, and prepare for lesson planning.

### ***Week 1: Structure & Safety*** ***How does the instructor:***

Begin class? (greetings, organization, grouping)

Maintain safety? (never turning back, scanning, proximity to swimmers)

Handle equipment? (kickboards, noodles, toys)

### ***Week 2: Teaching Techniques***

Observe: Demonstrations (in-water & on-deck)

Corrections & feedback (tone, clarity, positivity)

Managing multiple swimmers at once

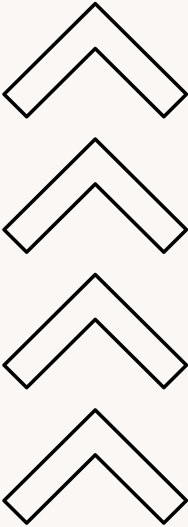


### ***Week 4: Putting It Together***

Observe: Lesson flow (warm-up → skill → practice → wrap-up)

Instructor's pace & time management

Class closing (praise, next steps)



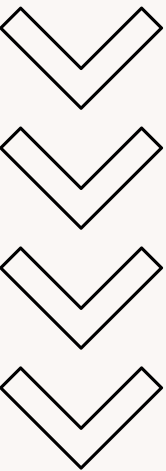
### ***Final Reflection***

Three teaching techniques I want to use:

- 1.
- 2.
- 3.

One safety protocol I'll never forget:

One area I need to practice:



### **Confirmation**

By completing this shadow program, I confirm I have observed key skills and am prepared to begin lesson plan writing and instructor training.

Instructor in Training Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

