

Skill Demonstration Checklist

Use the method

Define and observe a practical skill demonstration. Use this when you need to know whether a person can perform a task, rather than whether they attended training. The output is a clear task, observable criteria, evidence, and a repeat or acceptance decision. This worksheet does not issue a certification.

- 1. Name the skill and context.** Specify the task, intended environment, and result. State prerequisites and any boundaries for a safe practice setting.
- 2. Write observable criteria.** Break success into actions or results a reviewer can see. Identify critical criteria whose failure makes the demonstration incomplete.
- 3. Set conditions.** Define allowed references, assistance, tools, time expectations where useful, and how evidence will be retained. Tell the learner these rules beforehand.
- 4. Run the demonstration.** Observe the learner performing the task. Record evidence and the assistance given; do not substitute a verbal claim for performance.
- 5. Make a reasoned decision.** Accept when all required criteria are met under the stated conditions. Otherwise identify which criteria need practice and schedule another attempt.
- 6. Check transfer.** Try a different but comparable case when appropriate. Confirm that the learner can apply the skill beyond the exact example used in training.

Worked example

Illustrative skill: reconcile a practice bank ledger to a provided statement. Allowed reference: the written procedure. Practice data only. Reviewer: office manager.

Criteria: match statement period and account, compare transactions, identify outstanding items, explain the difference, and record the reconciliation result. Critical criterion: the final result agrees using supported adjustments.

The learner finds an omitted transaction but cannot explain the remaining difference. Record partial evidence and require another attempt; watching the lesson or completing most steps does not satisfy the critical criterion.

After practice, the learner reconciles a second dataset and explains each adjustment. The reviewer accepts the demonstration and stores the evidence with the stated task and conditions.

Before you put it to work

- ☐ The task and conditions are known before the attempt.
- ☐ Criteria describe observable performance.
- ☐ Critical criteria are met before acceptance.
- ☐ Evidence and assistance are recorded.

If the problem keeps returning

If reviewers disagree, compare the criteria and evidence. Rewrite vague terms such as "good quality" into observable checks and calibrate both reviewers on one practice case before the next assessment.

Connect the tools

Use LS-01 to plan practice and LS-05 to check explanation of the method.

First use

Use the worksheet on the next page for one real task. Complete the decision fields, name the person responsible, and choose a review date. Duplicate the worksheet when you need another record.

Working worksheet

Name or team _____ Date _____

Task and conditions

Skill, learner, reviewer, date, prerequisites, references, allowed assistance, tools, and practice boundaries.

Demonstration criteria

Observable criterion	Critical yes or no	Evidence	Assistance	Met or repeat

Duplicate rows or this worksheet for additional records.

Accept only when all required criteria are met under the stated conditions. Add rows for every criterion before the attempt.

Complete and review

Decision

Accepted or repeat, reason, required criteria met, and evidence location.

Practice and next attempt

Unmet criteria, specific practice, target date, reviewer, and changed case.

Transfer check

Different comparable case, conditions, performance observed, and acceptance decision.

Review after use

Which criterion caused difficulty? _____

Was the problem knowledge, practice, or an unclear criterion? _____

What practice will address the gap? _____

What different case will confirm transfer? _____

Next action _____ Owner _____ Due _____