

## Observation Checklist of Summarization Skill: *“Summarizing and Identifying Next Steps”*

| Motivational | Constructive |
|--------------|--------------|
|              |              |
|              |              |
|              |              |

**Please rate the skill use, providing examples when possible:**

| Criterion  | Yes | No | Not Sure | Examples |
|--|-----|----|----------|----------|
| 1. Clearly and specifically identified that the review of the main themes of the meeting was going to begin. |     |    |          |          |
| 2. Was specific, clear, and to-the-point when reviewing the main themes of the meeting.                      |     |    |          |          |
| 3. Asked the client what questions he/she has about these themes.  |     |    |          |          |
| 4. Asked the client what strong feelings he/she has about these themes.                                      |     |    |          |          |
| 5. Identified the next steps to be taken:<br>a) By the worker<br>b) By the client                            |     |    |          |          |
| 6. Ended the encounter by asking the client if he/she understood and agreed with the next steps.             |     |    |          |          |

**Name of Trainee Using the Skill:**

\_\_\_\_\_

**Name of Trainee Rating the Skill:**

\_\_\_\_\_

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