

## 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
Clearly and specifically identified that the review of the main themes of the meeting was going to begin.				
Was specific, clear, and to-the-point when reviewing the main themes of the meeting.				
Asked the client what questions he/she has about these themes.				
Asked the client what strong feelings he/she has about these themes.				
Identified the next steps to be taken: a) By the worker b) By the client				
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:** \_\_\_\_\_