

Trainer Self-Assessment

The trainer ...	Observed? (yes/no)
Preparation	
1. Arrives early enough to prepare materials (including AV) Example:	
2. Is prepared – has all materials needed (including AV); professional in appearance and attitude Example:	
3. Ensures space is ready - set up of materials, equipment is working, etc. Example:	
4. Establishes or builds on rapport with participants prior to session start. Welcomes participants. As needed, makes accommodation for special needs of participants. Example:	
Introduction	
5. Introduces self. When group size allows, trainer supports participant introductions (builds relationships) Example:	
6. Introduces content and learning objectives Example:	

<p>7. Sets tone for participant expectations, 'ground rules', gives directions for participant comforts, etc.</p> <p>Example:</p>	
<p>Training Delivery</p>	
<p>8. Demonstrates positive attitude - pleasant demeanor, uses eye contact, speaks clearly and with enthusiasm</p> <p>Example:</p>	
<p>9. Establishes a safe environment – welcomes and responds to questions, encourages participation, allows diverse opinions</p> <p>Example:</p>	
<p>10. Encourages opportunities for participants to share personal experiences and perspectives; listens to participants; encourages dialogue</p> <p>Example:</p>	
<p>11. Shares personal experiences in professional manner</p> <p>Example:</p>	
<p>12. Regularly checks for understanding</p> <p>Example:</p>	
<p>13. Adapts delivery in response to participant comprehension</p> <p>Example:</p>	
<p>14. Uses time effectively; keeps training focused and on schedule</p> <p>Example:</p>	

<p>15. Devotes full attention to facilitation of training; minimizes controllable distractions</p> <p>Example:</p>	
<p>16. Uses inclusive and culturally appropriate language</p> <p>Example:</p>	
<p>17. Uses smooth transitions and logically and effectively connects experiences</p> <p>Example:</p>	
<p>Training Content</p>	
<p>18. Follows instruction outline as approved</p> <p>Example:</p>	
<p>19. Demonstrates experience with and knowledge of content</p> <p>Example:</p>	
<p>20. Seeks agreement on how terms will be used; introduces new terms; uses plain language</p> <p>Example:</p>	
<p>21. Uses technology and/or visual aids effectively to engage learners in content</p> <p>Example:</p>	
<p>22. Builds on/relates to participants' previous experiences</p> <p>Example:</p>	
<p>23. Provides ample opportunities for learning in various groups sizes and types of activities</p>	

Example:	
24. When deviating from the instructional plan, continues to address objectives and content of the session Example:	
25. Able to expand on content as needed based on interests of the participants Example:	
26. Provides examples of content as applied to practice Example:	
27. Includes opportunities for reflection on learning Example:	
Conclusion	
28. Reviews expectations, assignments, and/or learning objectives Example:	
29. Addresses outstanding questions, concerns, etc. Example:	
30. Gains agree from participants to try new skills or ideas in practice Example:	
31. Offers examples of related professional development opportunities Example:	
32. Evaluates learning of participants	

Example:	
33. Is available for questions or discussion following the session Example:	
34. Completes any required attendance, certificates, etc. Example:	
35. Returns space to original condition Example:	

Notes:

