

TRAINER DEVELOPMENT STANDARDS

The Academy values the ongoing support and development of all of our Trainers throughout their training career. In an effort to develop and provide support to Trainers, Academy Trainers will be evaluated in three areas:

- (1) Content of Training
- (2) Group Dynamics
- (3) Presentation and Facilitation

The schedule of evaluation is determined by the Trainer's level and is as follows:

- **Entry Level:** Trainers will be evaluated on their third and tenth training*. After this schedule, they will be evaluated yearly. Under this plan, entry level trainers will receive the most comprehensive support and mentorship by Academy Staff.
- **Journeyman Level:** Trainers at this level will be evaluated on their tenth training*. After which they will be evaluated yearly.
- **Expert Level:** Trainers will be evaluated on a yearly schedule.

EVALUATION PROCEDURES:

- For 3rd/10th Trainer Evaluation*: This evaluation will be conducted by an Academy staff member (PCWTA Manager, County Consultants, Coaches, or Training Coordinators). The evaluator will use a standardized Trainer Evaluation Form prior to the training and will observe the Trainer during their training day. The information will be input into a database and a report generated. This report will be forwarded to PCWTA Staff who will review the report and create a trainer development plan. This form will then be shared with the Trainer by the person who conducted the Trainer Evaluation.
- For Annual Evaluations: Once a year, a report is run that incorporates the Trainer's satisfaction survey scores and Training Observation scores from the last 12 months. In addition, all previous Trainer Evaluation notes, and notes from previous Annual Evaluations are included. This report will be forwarded to PCWTA Staff who will review the report. If warranted, an identified staff member will work with the Trainer to create a trainer development plan.

*Note: These are rough estimates as to when a Trainer will be evaluated. Every effort will be made so that the Trainer is evaluated on these trainings. However, certain circumstances may arise which prohibit the Trainer from being evaluated at that time.