

Academy for Professional Excellence

Trainer Development - Ongoing Trainer Evaluation

Trainer:		Date:	
Class Name:		Location:	
Observer Name:			

	Current Trainer Evaluation Block	
Trainer Averages:	#	\bar{x}

INSTRUCTIONS: Please rate the trainer's competency on each item with the scale of 1 - 5, where 5 is the highest rating. [NOTE: A score of 1 indicates that the trainer has not met any of the minimum competencies. A score of 2 indicates that the trainer has met some of the minimum competencies. A score of 3 indicates that the trainer has met the minimum competencies. A score of 4 indicates that the trainer exceeded the minimum competencies. A score of 5 indicates that the trainer has significantly exceeded the minimum competencies.] If a score of 1, 2, or 5 is given, please provide a narrative about that score (i.e. if a 1 or 2 is given, this narrative should address any changes that should be made; if a 5 is given, please provide a rationale for the rating of 5).

A: Content of the Training:						
		<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
1. THE TRAINER DEMONSTRATES ENTHUSIASM AND MASTERY OF CONTENT (integrates theory and practice; integrates culturally diverse materials and information into the curriculum content through activities, discussion or lecture; information is current and based on research; provides relevant examples; accurately answers questions about the content).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. THERE IS EVIDENCE OF CONTENT PREPARATION BY THE TRAINER (establishes written objectives with outcome expectations; has a lesson plan; sequences and paces material effectively).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. TRAINER IS WELL ORGANIZED (follows the format of the curriculum; demonstrates appropriate time management; presents material in a logical and easy to follow style; relates content to earlier modules; links material to previous sections and provides closure before moving on to the next session).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current Training Evaluation Narrative

INSTRUCTIONS: Please rate the trainer's competency on each item with the scale of 1 - 5, where 5 is the highest rating. If a score of 1,2, or 5 is given, please provide a narrative about that score (i.e. if a 1 or 2 is given, this narrative should address any changes that should be made; if a 5 is given, please provide a rationale for the rating of 5).

B: Group Dynamics:	1	2	3	4	5
1. TRAINER CREATES A SUPPORTIVE ENVIRONMENT (manages conflict; engages audience participation; creates an environment where participants feel safe to explore ideas and/or disagree; gives clear instructions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. TRAINER PROVIDES LEARNING OPPORTUNITIES FOR A VARIETY OF LEARNING STYLES (visual aides, videos, PowerPoint, handouts, music, encourages class participation/feedback, humor).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. TRAINER INTEGRATES DIVERSITY INTO CURRICULUM (effectively connects/communicates with diverse audiences; encourages different views; understands adult learning theory in designing curriculum).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. TRAINER DEMONSTRATES APPROPRIATE SKILLS IN HANDLING SPECIAL SITUATIONS (dominating/interrupting participants; embarrassing moments; unanswerable questions; keeps group on task; is able to direct conversations toward understanding the curriculum).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. TRAINER IS FLEXIBLE (respects alternative views and handles differences of opinion with an open mind; thinks on his/her feet; demonstrates ability to adjust training to meet audience's needs; has the ability to play different roles - lecturer, facilitator, group processor, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current Training Evaluation Narrative

Blank area for providing a narrative evaluation of the training.

D: Ongoing Trainer Development Plan/Suggestions:

Signature: _____ *Date:* _____