## TRAINER OBSERVATION

**Trainer Name**: 

**Training Date**: 

**Training Title**: 

**Name of Observer**: 

### The Category | The Competency | Indicators to Consider | Level of Expertise | Evidence of Expertise (indication of proficiency)**

**Training Design**<br>Exhibits knowledge of training design<br>• Develops measurable objectives that meet training need<br>• Includes variety of methods/materials<br>• Designs with outcomes in mind<br>• Has sufficient delivery time<br>• Applies principles of adult learning<br>• Promotes sequential development<br>• Considers learning styles<br>☐ Never (not observed)<br>☐ Sometimes (observed at least once)<br>☐ Always (observed regularly)

**Professionalism & Ethics**<br>Adheres to guiding principles<br>• Utilizes professional materials<br>• Maintains a business-like appearance<br>• Skillfully manages the classroom<br>• Shows respect for participants<br>• Fulfills obligation to trainees/agency<br>• Appropriately maintains confidentiality<br>• Remains current in the field<br>• Seeks professional improvement<br>• Respects/credits the work of others<br>☐ Never (not observed)<br>☐ Sometimes (observed at least once)<br>☐ Always (observed regularly)
<table>
<thead>
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| Facilitation Skills | Exhibits exemplary facilitation skills                                     | • Utilizes active learning techniques  
• Responds to participants cues  
• Assesses and addresses group needs  
• Promotes constructive dialogue  
• Acknowledges participants input  
• Establishes session ground rules  
• Effectively co-facilitates | □ Never  
(not observed)  
□ Sometimes  
(observed at least once)  
□ Always  
(observed regularly) |
| Delivery Methods   | Utilizes strong delivery methods                                                | • Ensure adequate time for learning  
• Utilize diverse training modes  
• Adapts training to audience level  
• Demonstrates flexibility  
• Provides information for follow-up  
• Demonstrates technical savvy | □ Never  
(not observed)  
□ Sometimes  
(observed at least once)  
□ Always  
(observed regularly) |
| Presentation Skills | Demonstrates outstanding presentation skills                                  | • Checks for understanding  
• Maintains attention  
• Relates to participants  
• Uses transitioning and summary  
• Presents with clarity | □ Never  
(not observed)  
□ Sometimes  
(observed at least once)  
□ Always  
(observed regularly) |
| Transfer of Training | Ensures training knowledge and skills are transferred to participants          | • Links objectives to outcomes  
• Helps solve for transfer barriers  
• Provides supports for transfer | □ Never  
(not observed)  
□ Sometimes  
(observed at least once)  
□ Always  
(observed regularly) |
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<td>Learning Environment</td>
<td>Creates a physical, intellectual, and emotional environment conducive to learning</td>
<td>- Is comfortable, accommodating, versatile, modifiable, and amenable&lt;br&gt;- Is participatory, mentally stimulating,&lt;br&gt;- accommodates diverse learners, and&lt;br&gt;- encourages higher order thinking&lt;br&gt;- Is mutually respectful, assures ease of sharing and teaming, demonstrates sensitivity to diversity, engages, establishes an agreeable code of behavior</td>
<td>□ Never (not observed)&lt;br&gt;☐ Sometimes (observed at least once)&lt;br&gt;☐ Always (observed regularly)</td>
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<td>Equity &amp; Diversity</td>
<td>Ensures equity and diversity are considered in training sessions</td>
<td>- Models cultural competency in the learning environment&lt;br&gt;- Manages emotionally-charged discussions&lt;br&gt;- Integrates multiple cultures into content</td>
<td>□ Never (not observed)&lt;br&gt;☐ Sometimes (observed at least once)&lt;br&gt;☐ Always (observed regularly)</td>
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<td>Evaluation</td>
<td>Utilizes evaluation as part of the training process</td>
<td>- Models assessment strategies&lt;br&gt;- Uses a variety of assessment methods to collect data&lt;br&gt;- Utilizes assessment information for improvement</td>
<td>□ Never (not observed)&lt;br&gt;☐ Sometimes (observed at least once)&lt;br&gt;☐ Always (observed regularly)</td>
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**Strategies for Improvement:**

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**The Category:**

**The Competency:**

**Indicators to Consider:**

- Is comfortable, accommodating, versatile, modifiable, and amenable
- Is participatory, mentally stimulating,
- accommodates diverse learners, and
- encourages higher order thinking
- Is mutually respectful, assures ease of sharing and teaming, demonstrates sensitivity to diversity, engages, establishes an agreeable code of behavior

**Level of Expertise:**

- Never (not observed)
- Sometimes (observed at least once)
- Always (observed regularly)

**Evidence of Expertise (indication of proficiency):**

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**Strategies for Improvement:**

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