

## 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	Exhibits knowledge of training design	<ul style="list-style-type: none"> <li>Develops measurable objectives that meet training need</li> <li>Includes variety of methods/materials</li> <li>Designs with outcomes in mind</li> <li>Has sufficient delivery time</li> <li>Applies principles of adult learning</li> <li>Promotes sequential development</li> <li>Considers learning styles</li> </ul>	<input type="checkbox"/> Never (not observed) <input type="checkbox"/> Sometimes (observed at least once) <input type="checkbox"/> Always (observed regularly)	
Professionalism & Ethics	Adheres to guiding principles	<ul style="list-style-type: none"> <li>Utilizes professional materials</li> <li>Maintains a business-like appearance</li> <li>Skillfully manages the classroom</li> </ul>	<input type="checkbox"/> Never (not observed) <input type="checkbox"/> Sometimes (observed at least once) <input type="checkbox"/> Always (observed regularly)	
	Demonstrates a responsibility to others	<ul style="list-style-type: none"> <li>Shows respect for participants</li> <li>Fulfills obligation to trainees/agency</li> <li>Appropriately maintains confidentiality</li> </ul>		
	Demonstrates a responsibility to the profession	<ul style="list-style-type: none"> <li>Remains current in the field</li> <li>Seeks professional improvement</li> <li>Respects/credits the work of others</li> </ul>		

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Facilitation Skills	Exhibits exemplary facilitation skills	<ul style="list-style-type: none"> <li>● Utilizes active learning techniques</li> <li>● Responds to participants cues</li> <li>● Assesses and addresses group needs</li> <li>● Promotes constructive dialogue</li> <li>● Acknowledges participants input</li> <li>● Establishes session ground rules</li> <li>● Effectively co-facilitates</li> </ul>	<input type="checkbox"/> Never (not observed)  <input type="checkbox"/> Sometimes (observed at least once)  <input type="checkbox"/> Always (observed regularly)	
Delivery Methods	Utilizes strong delivery methods	<ul style="list-style-type: none"> <li>● Ensure adequate time for learning</li> <li>● Utilize diverse training modes</li> <li>● Adapts training to audience level</li> <li>● Demonstrates flexibility</li> <li>● Provides information for follow-up</li> <li>● Demonstrates technical savvy</li> </ul>	<input type="checkbox"/> Never (not observed)  <input type="checkbox"/> Sometimes (observed at least once)  <input type="checkbox"/> Always (observed regularly)	
Presentation Skills	Demonstrates outstanding presentation skills	<ul style="list-style-type: none"> <li>● Checks for understanding</li> <li>● Maintains attention</li> <li>● Relates to participants</li> <li>● Uses transitioning and summary</li> <li>● Presents with clarity</li> </ul>	<input type="checkbox"/> Never (not observed)  <input type="checkbox"/> Sometimes (observed at least once)  <input type="checkbox"/> Always (observed regularly)	
Transfer of Training	Ensures training knowledge and skills are transferred to participants	<ul style="list-style-type: none"> <li>● Links objectives to outcomes</li> <li>● Helps solve for transfer barriers</li> <li>● Provides supports for transfer</li> </ul>	<input type="checkbox"/> Never (not observed)  <input type="checkbox"/> Sometimes (observed at least once)  <input type="checkbox"/> Always (observed regularly)	

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Learning Environment	Creates a physical, intellectual, and emotional environment conducive to learning	<ul style="list-style-type: none"> <li>● Is comfortable, accommodating, versatile, modifiable, and amenable</li> <li>● Is participatory, mentally stimulating, accommodates diverse learners, and encourages higher order thinking</li> <li>● Is mutually respectful, assures ease of sharing and teaming, demonstrates sensitivity to diversity, engages, establishes an agreeable code of behavior</li> </ul>	<input type="checkbox"/> Never (not observed) <input type="checkbox"/> Sometimes (observed at least once) <input type="checkbox"/> Always (observed regularly)	
Equity & Diversity	Ensures equity and diversity are considered in training sessions	<ul style="list-style-type: none"> <li>● Models cultural competency in the learning environment</li> <li>● Manages emotionally-charged discussions</li> <li>● Integrates multiple cultures into content</li> </ul>	<input type="checkbox"/> Never (not observed) <input type="checkbox"/> Sometimes (observed at least once) <input type="checkbox"/> Always (observed regularly)	
Evaluation	Utilizes evaluation as part of the training process	<ul style="list-style-type: none"> <li>● Models assessment strategies</li> <li>● Uses a variety of assessment methods to collect data</li> <li>● Utilizes assessment information for improvement</li> </ul>	<input type="checkbox"/> Never (not observed) <input type="checkbox"/> W Sometimes (observed at least once) <input type="checkbox"/> Always (observed regularly)	

**Strategies for Improvement:**