

TRAINER SELF-ASSESSMENT



Taining Date: _____

Training Title: _____

The Trainer Self-Assessment is a tool for you to use as you reflect on your training. Check the areas in which you feel your training excelled. Think about why those areas excelled. Then address the unchecked areas. Make notes on possible strategies to use to improve or modify in those areas.

| TRAINING DESIGN | Strategies to Improve |
|---|-----------------------|
| <p>I understand the components of training design:</p> <ul style="list-style-type: none"> <input type="checkbox"/> training was based on outcomes <input type="checkbox"/> objectives were SMART: <ul style="list-style-type: none"> Specific Measurable Achievable Relevant Within a set Time <input type="checkbox"/> teaching strategies were appropriate <input type="checkbox"/> adult learning strategies were applied <input type="checkbox"/> learning styles were addressed | |
| PROFESSIONALIS & ETHICS | Strategies to Improve |
| <p>I demonstrated responsibility to others and to the profession by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> being respectful <input type="checkbox"/> using professional materials <input type="checkbox"/> fulfilling obligations to participants/agency <input type="checkbox"/> keeping records confidential <input type="checkbox"/> crediting the work of those who influence my training <input type="checkbox"/> keeping current in the field | |

| | |
|--|------------------------------|
| FACILITATION SKILLS | Strategies to Improve |
| <p>To assist in understanding the content, I:</p> <ul style="list-style-type: none"> <input type="checkbox"/> utilized active learning techniques <input type="checkbox"/> responded to participants cues <input type="checkbox"/> assessed/addressed group needs <input type="checkbox"/> promoted constructive dialogue <input type="checkbox"/> acknowledged participants input <input type="checkbox"/> established session ground rules | |
| DELIVERY METHODS | Strategies to Improve |
| <p>My delivery methods included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ensuring adequate time to learn <input type="checkbox"/> utilizing diverse training modes <input type="checkbox"/> adapting training to audience level <input type="checkbox"/> demonstrates flexibility <input type="checkbox"/> providing information for follow-up <input type="checkbox"/> demonstrating technical savvy | |
| PRESENTATION SKILLS | Strategies to Improve |
| <p>My presentation skills included:</p> <ul style="list-style-type: none"> <input type="checkbox"/> checks for understanding <input type="checkbox"/> maintaining attention <input type="checkbox"/> Relating to participants <input type="checkbox"/> uses transitioning and summary <input type="checkbox"/> presenting with clarity | |
| TRANSFER OF LEARNING | Strategies to Improve |
| <p>I ensured transfer of learning by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Linking objectives to outcomes <input type="checkbox"/> Helping to solve for transfer barriers <input type="checkbox"/> Providing supports for transfer | |

| | |
|---|-------------------------------------|
| <p>THE LEARNING ENVIRONMENT</p> | <p>Strategies to Improve</p> |
| <p>The learning environment was:</p> <ul style="list-style-type: none"> <input type="checkbox"/> comfortable <input type="checkbox"/> versatile <input type="checkbox"/> participatory <input type="checkbox"/> stimulating <input type="checkbox"/> respectful <input type="checkbox"/> sensitive to diversity <p>The learning environment accommodated:</p> <ul style="list-style-type: none"> <input type="checkbox"/> diverse learners <input type="checkbox"/> teaming <input type="checkbox"/> higher order thinking <input type="checkbox"/> an established code of behavior | |
| <p>EQUITY AND DIVERSITY</p> | <p>Strategies to Improve</p> |
| <p>I considered equity and diversity by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> modeling cultural competency <input type="checkbox"/> managing emotionally charged discussions around such issues <input type="checkbox"/> integrating multiple cultures in content | |
| <p>EVALUATION</p> | <p>Strategies to Improve</p> |
| <p>I used evaluation as part of the training process:</p> <ul style="list-style-type: none"> <input type="checkbox"/> modeled assessment strategies <input type="checkbox"/> used various assessment types to collect data <input type="checkbox"/> utilized assessment information for improvement | |