

# Academy for Professional Excellence

## Trainer Development - Third Trainer Evaluation Block

<b>Trainer:</b>		<b>Date:</b>	
<b>Class Name:</b>		<b>Location:</b>	
<b>Observer Name:</b>			

	1st Eval Block		2nd Eval Block		3rd Eval Block		Total	
	#	$\bar{x}$	#	$\bar{x}$	#	$\bar{x}$	#	$\bar{x}$
Trainer Averages:								

**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).

<b>A: Content of the Training:</b>	<i>1st</i>	<i>2nd</i>	<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"/>

*First Observation Narrative*

*Second Observation Narrative*

*Third Observation 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><i>B: Group Dynamics:</i></b>	<b><i>1st</i></b>	<b><i>2nd</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
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"/>

***First Observation Narrative***

***Second Observation Narrative***

***Third Observation 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><i>C: Presentation:</i></b>	<b><i>1st</i></b>	<b><i>2nd</i></b>	<b><i>1</i></b>	<b><i>2</i></b>	<b><i>3</i></b>	<b><i>4</i></b>	<b><i>5</i></b>
1. TRAINER IS AN EFFECTIVE SPEAKER (effectively projects his/her voice; is clear and concise in the presentation of materials; uses appropriate body language; demonstrates enthusiasm and humor; makes learning enjoyable; provides relevant personal stories to enhance learning).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. TRAINER RESPECTS AND EFFECTIVELY INTERACTS WITH TRAINEES (appropriately responds to questions; respects diversity; engages participation; asks probing questions that encourage critical thinking).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. TRAINER IS PROFESSIONAL (promotes ethical conduct and professionalism through modeling and positive reinforcement; maintains confidentiality; wears appropriate clothing).			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***First Observation Narrative***

***Second Observation Narrative***

***Third Observation Narrative***

***D: Development Plan/Suggestions:***

***First Trainer Development Plan/Suggestions:***

***Second Trainer Development Plan/Suggestions:***

***Ongoing Trainer Development Plan/Suggestions:***

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_