

Trainer Self-Assessment

Instructions:

- Please circle 0, 1, 2 or 3 in the second and third columns for each skill.
- Do NOT complete the fourth column yet. You will complete this at the end of the Facilitating Face-to-Face Learning course.
- At the bottom, list any additional skills you may require as a trainer.
- Identify the two skills where you feel the most comfortable and two where you would need the most improvement.
- Print your completed assessment and bring with you to the Facilitating Face-to-Face Learning course.

SKILLS	How often do you do each of these skills when leading training?				How confident do you feel in doing each of these skills?				Now that you have taken Facilitating Face-to-Face Learning, how confident do you feel in doing each of these skills?			
	none	low	medium	high	none	low	medium	high	none	low	medium	high
1. Checking background of learners and their needs before the training	0	1	2	3	0	1	2	3	0	1	2	3
2. Establishing a safe and comfortable learning environment	0	1	2	3	0	1	2	3	0	1	2	3
3. Preparing materials, equipment and room in advance of the training	0	1	2	3	0	1	2	3	0	1	2	3
4. Linking training content to learners' previous learning or experience	0	1	2	3	0	1	2	3	0	1	2	3
5. Clarifying objectives of the training	0	1	2	3	0	1	2	3	0	1	2	3

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6. Outlining clearly the structure or plan of the course	0	1	2	3	0	1	2	3	0	1	2	3
7. Stimulating learners's interest by stressing benefits of the learning	0	1	2	3	0	1	2	3	0	1	2	3
8. Engaging learners in learning activities	0	1	2	3	0	1	2	3	0	1	2	3
9. Using questions effectively	0	1	2	3	0	1	2	3	0	1	2	3
10. Monitoring learners' progress in activities	0	1	2	3	0	1	2	3	0	1	2	3
11. Measuring learners' achievement of course objectives	0	1	2	3	0	1	2	3	0	1	2	3
12. Giving clear explanations of content structure	0	1	2	3	0	1	2	3	0	1	2	3
13. Displaying confidence and credibility	0	1	2	3	0	1	2	3	0	1	2	3
14. Conveying knowledge using meaningful examples	0	1	2	3	0	1	2	3	0	1	2	3

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15. Using training aids effectively	0	1	2	3	0	1	2	3	0	1	2	3
16. Using effective verbal and non-verbal communication techniques	0	1	2	3	0	1	2	3	0	1	2	3
17. Demonstrating enthusiasm	0	1	2	3	0	1	2	3	0	1	2	3
18. Dealing effectively with learners' questions	0	1	2	3	0	1	2	3	0	1	2	3
19. Accommodating various learning styles	0	1	2	3	0	1	2	3	0	1	2	3
20. Adapting delivery for mixed abilities	0	1	2	3	0	1	2	3	0	1	2	3
21. Using praise and recognition effectively	0	1	2	3	0	1	2	3	0	1	2	3
22. Demonstrating professionalism	0	1	2	3	0	1	2	3	0	1	2	3
23. Providing support and coaching using constructive feedback	0	1	2	3	0	1	2	3	0	1	2	3

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24. Managing learner behaviour	0	1	2	3	0	1	2	3	0	1	2	3
25. Manage timing	0	1	2	3	0	1	2	3	0	1	2	3
26. Revisiting course objectives to verify they have been met	0	1	2	3	0	1	2	3	0	1	2	3
27. Confirming benefits of the learning	0	1	2	3	0	1	2	3	0	1	2	3
28. Helping learners look forward to future learning or applications of learning	0	1	2	3	0	1	2	3	0	1	2	3
29. Providing support after training	0	1	2	3	0	1	2	3	0	1	2	3

Two skills in which I feel strong and confident are:

Two skills that I would like to improve are: