

Training Skills/Knowledge Self-Evaluation Checklist

Just as it is important to evaluate your delegates in the learning process, evaluating yourself allows you to achieve and maintain tip-top performance as a Trainer. This checklist can be used to evaluate your training practices by identifying your strengths and weaknesses. Either ask a trusted colleague to sit in on one of your sessions, videotape a session and watch it back (if you're brave enough!) or simply sit down with a brew and biscuit and review your performance from memory. The following list contains items that contribute to a successful training session and will help to determine which ones you've completed, and which ones need closer attention. For any item you mark with a 'no' ask yourself "why?" What was keeping you from completing this, and what can you do next time to make sure it gets done?

Area for review...	Yes	No	Detail any actions required
Did I make the aims & objectives clear from the outset?			
Did I stick to my session plan? If no, was it for good reason?			
Did I encourage a high degree of participation?			
Did I encourage enough questions?			
Did I admit it when I didn't know an answer?			
Did I avoid antagonizing, losing patience with or embarrassing delegates?			
Did I adapt to learners needs and personal learning preferences?			
Did I encourage open interaction between participants?			
Did I use visuals and varied learning techniques?			

Area for review...	Yes	No	Detail any actions required
Did I take time to familiarize myself with the venue & facilities?			
Did I dress professionally/appropriately for the training?			
Did I incorporate transfer of learning techniques?			
Did I assess the learners' performance at regular intervals?			
Did I start on time and maintain good time discipline?			
Did I keep discussions on track?			
Did I avoid my distracting quirks?			
Did I ever overload the learners with information?			
Did I ever give too little information and leave my learners floundering?			
Did I focus on outcomes not the means of getting there?			
Did I vary my delivery methods?			
Did I maintain MY interest in the material?			
Did I maintain a calm but enthusiastic demeanour?			
Did I control healthy debates and move them on where required?			