

### 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?			