

IdahoSTARS Trainer Observation Tool for Professional Growth and Development
 Adapted from: *Gateways to Opportunity, Illinois Professional Development System*

Trainer:		Date of Observation:	
Observer:			
Training Title:		Total Score:	

Instructions for using this instrument:

- 1) Each competency must be scored.
- 2) Ratings to each competency must be supported with descriptive comments. Be sure to record exactly what was observed and heard.
- 3) Detail your general comments on the training/trainer delivery in the space provided at the end of this document.

COMPETENCY AREA	RATING 4: Excellent; Always meets expectations. RATING 3: Good; Usually meets expectations. RATING 2: Fair; Occasionally meets expectations. RATING 1: Needs additional training; Rarely meets expectations.	COMMENTS <i>(Details of specific training behavior and rationale for rating)</i>
Facilitating Techniques		
<u>Speaking</u> Trainer is able to verbally express thoughts clearly, articulately and coherently, avoiding vagueness and ambiguity.	4: Excellent 3: Good 2: Fair 1: NAT	

<p><u>Eye Contact</u></p> <p>Trainer makes eye contact with participants.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Directions</u></p> <p>Trainer is able to communicate directions in a coherent manner, avoiding vagueness and ambiguity by using a variety of techniques.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Pacing</u></p> <p>Trainer clarifies information and speaks at a rate that is easy to follow</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Technology & Teaching Tools</u></p> <p>Trainer uses a variety of teaching methods, techniques and tools that facilitate learning, including, but not limited to multimedia aids-such as PowerPoint slides, flip charts, handouts and overheads.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Listening Skills</u></p> <p>Trainer enthusiastically responds to questions and comments; exhibits exceptional listening skills and is always open to new ideas.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	

<u>Respect</u> Trainer communicates with participants in a respectful and supportive manner.	4: Excellent 3: Good 2: Fair 1: NAT	
TOTAL SCORE: Facilitating Techniques	/28	

Areas of Strength:

Comments/Suggestions for improvement of Presentation Skills:

COMPETENCY AREA	RATING 4: Excellent; Always meets expectations. RATING 3: Good; Usually meets expectations. RATING 2: Fair; Occasionally meets expectations. RATING 1: Needs additional training; Rarely meets expectations.	COMMENTS <i>(Details of specific training behaviors.)</i>
Training Effectiveness		
<u>Organization</u> Trainer is well prepared for the session and has workshop materials ready and organized .	4: Excellent 3: Good 2: Fair 1: NAT	
<u>Knowledge</u> Trainer demonstrates extensive knowledge about the subject matter and is willing to share own experiences.	4: Excellent 3: Good 2: Fair 1: NAT	
<u>Delivery</u> Trainer adjusts training based on the three learning styles to meet the need of all participants.	4: Excellent 3: Good 2: Fair 1: NAT	

<u>Facilitation</u> Trainer uses various forms of questioning to stimulate participant involvement .	4: Excellent 3: Good 2: Fair 1: NAT	
<u>Training Techniques</u> Trainer excels at consistently implementing a variety of instructional methods that are thorough and applicable.	4: Excellent 3: Good 2: Fair 1: NAT	
<u>Enthusiasm</u> Trainer consistently exhibits enthusiasm for training content and for learning.	4: Excellent 3: Good 2: Fair 1: NAT	
TOTAL SCORE: Training Effectiveness	/24	

Areas of Strength:

Comments/Suggestions for improvement of Training Effectiveness:

COMPETENCY AREA	<p>RATING 4: Excellent; Always meets expectations. RATING 3: Good; Usually meets expectations. RATING 2: Fair; Occasionally meets expectations. RATING 1: Needs additional training; Rarely meets expectations.</p>	COMMENTS (DETAILS OF SPECIFIC TRAINING BEHAVIORS.)
Instructional Planning		
<p><u>Define Objectives</u></p> <p>Trainer thoroughly defines and explains course objectives/key points; refers to them during the session.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Relevant Activities & Materials</u></p> <p>Trainer uses creative, hands-on activities and instructional materials to support the delivery of session content.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p><u>Sharing Knowledge</u></p> <p>Trainer creates and capitalizes on opportunities to include recent developments in the field in order to keep participants informed.</p>	<p>4: Excellent 3: Good 2: Fair 1: NAT</p>	
<p>TOTAL SCORE:</p> <p>Instructional Planning</p>	<p>/12</p>	

Areas of Strength:

Comments/Suggestions for improvement of Instructional Planning:

<i>Overall Rating-Level of Proficiency</i>	/64	Sum of the competency criteria ratings divided by the number of competencies scored. (Maximum of 16 competencies.)
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Registry Observer comments/suggestions-Overall Assessment:

May discuss general observations regarding the training session. (e.g. effective use of instructional time, overall conduct, and professionalism, etc.)

Trainer Response:

Please indicate your own assessment of the training session/workshop, and your response to the appraisal. Attach additional sheets if necessary.

The signature below indicates that the training evaluation and follow-up procedures have been reviewed and discussed.

Signature of Observer:	Date:
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The signature below indicates that the training evaluation and follow-up procedures have been reviewed and discussed.

Signature of Trainer:	Date:
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Training Observer use only:

No

Action Plan:

Yes

Date mailed to trainer: _____

No

Re-appraisal Required:

Yes