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*** *(Details of specific training behavior and rationale for rating)*
Facilitating Techniques		
Speaking Trainer is able to **verbally express** thoughts clearly, articulately and coherently, avoiding vagueness and ambiguity.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	

Eye Contact Trainer makes **eye contact** with participants.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Directions Trainer is able to communicate **directions** in a coherent manner, avoiding vagueness and ambiguity by using a variety of techniques.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Pacing Trainer clarifies information and speaks at a rate that is easy to follow	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Technology & Teaching Tools 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.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Listening Skills Trainer enthusiastically responds to questions and comments; exhibits exceptional **listening skills** and is always open to new ideas.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	

Respect 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*** *(Details of specific training behaviors.)*
Training Effectiveness		
Organization Trainer is well prepared for the session and has workshop materials ready and **organized**.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Knowledge Trainer demonstrates extensive **knowledge** about the subject matter and is willing to share own experiences.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Delivery Trainer **adjusts** training based on the three learning styles to meet the need of all participants.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	

Facilitation Trainer uses various forms of questioning to **stimulate participant involvement**.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Training Techniques Trainer excels at consistently implementing a variety of instructional **methods** that are thorough and applicable.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Enthusiasm 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	***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*** **(DETAILS OF SPECIFIC TRAINING BEHAVIORS.)**
Instructional Planning		
Define Objectives Trainer thoroughly defines and explains course **objectives/key points**; refers to them during the session.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Relevant Activities & Materials Trainer uses creative, hands-on **activities** and instructional **materials** to support the delivery of session content.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
Sharing Knowledge Trainer creates and capitalizes on opportunities to include **recent developments** in the field in order to keep participants informed.	☐ 4: Excellent 3: Good 2: Fair 1: NAT	
TOTAL SCORE: **Instructional Planning**	☐ **/12**	

Areas of Strength:

Comments/Suggestions for improvement of Instructional Planning:

Overall Rating-Level of Proficiency	☐/64	Sum of the competency criteria ratings divided by the number of competencies scored. (Maximum of 16 competencies.)

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:**

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

Signature of Trainer:	**Date:**

Training Observer use only:

Action Plan: Yes No

Date mailed to trainer:_____

Re-appraisal Required: Yes No