

# CO PBIS Initiative

## Trainer Self-Assessment and Feedback Form

2012-13

Trainer: \_\_\_\_\_ Observer: \_\_\_\_\_ Date(s): \_\_\_\_\_

Training Curriculum/Module(s) Presented: \_\_\_\_\_

<p><b><u>Evaluation Scale</u></b></p> <p><i>Please indicate your overall impression of each content area for this module:</i></p> <p>5 = Among the best I've ever seen</p> <p>4 = Better than many</p> <p>3 = Typical of most speakers</p> <p>2 = Could have done better*</p> <p>1 = Really struggled with this*</p> <p><small>*Please provide specific feedback for scores of 2 or lower</small></p>	<p><b>Self-Assessment Comments</b></p>	<p><b>Score</b></p>	<p><b>Observer Comments</b></p>	<p><b>Score</b></p>
<b>Presentation</b>				
<p><b>Speaking</b>.....Used inflection; had expression, energy, volume, clarity</p>				
<p><b>Language</b> .....Respectful, audience appropriate, approachable</p>				
<p><b>Physical Awareness</b>.....Appropriate body language, mannerisms, movement</p>				
<b>Content</b>				
<p><b>Expertise</b>.....Demonstrates thorough understanding of material, conveys purpose of activities, demonstrates how to use materials/tools/strategies</p>				
<p><b>Delivery</b>.....Consistent &amp; appropriate instructional pace, summarizes &amp; elaborates on slide content, summarizes sections upon completion, reviews earlier content as needed</p>				

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<b>Interaction with Audience</b>				
<p><b>Encouragement</b>.....Promotes audience participation, gives positive feedback, acknowledges participants who have questions</p>				
<p><b>Focus</b>.....Uses relevant examples, adjusts training for participant understanding/experience, redirects audience when off-topic, concise</p>				
<p><b>Questioning</b>.....Summarizes questions before answering, ensures question was addressed, provides follow-up during breaks for detailed/off-topic questions</p>				
<p><b>Management</b>.....Anticipates necessary breaks, marginalizes noise &amp; conflict</p>				
<b>Team Facilitation</b>				
<p><b>Availability</b>.....Circulates among teams during activities, offers ideas/suggestions, provides positive feedback to team members</p>				
<p><b>Assistance</b>.....Provides technical feedback, ensures team member participation, re-direct teams as needed, addresses conflict, facilitates roadblocks</p>				

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Trainer Evaluation of Observer:

- YES.....NO      Observer was present at least 90% of the time during evaluated sessions
- YES.....NO      Observer provided undivided attention to the trainee presenter
- YES.....NO      Observer provided assistance only when necessary (e.g. when valuable information was overlooked, and/or at trainee request)
- YES.....NO      Observer discussed results of evaluation with trainee in a timely manner

Signatures:

\_\_\_\_\_  
*Trainer*

\_\_\_\_\_  
*Observer*