

Presenter Assessment Form

Session Title: _____ Trainer: _____ Reviewer: _____

3 = Mastering: Trainer exceeds the standard and serves as a role model for fellow trainers

2 = Accomplishing: Trainer meets the standard

1 = Developing: Trainer needs additional support in this area

N/P = Not present

A. Role-modeled professional interactions	Mastering (3)	Accomplishing (2)	Developing (1)	NP
1. Created a positive atmosphere in which learners participated freely				
2. Voice tone, projection, and use of distractors (umm, ok etc.) did not interfere with instructional message				
3. Gave constructive feedback to self and peers				
4. Received feedback with a simple acknowledgement (i.e. "thank you for the feedback") rather than excuses				
B. Facilitated an instructional presentation composed of an opener, lesson objectives, presentation, discussion and summary	Mastering (3)	Accomplishing (2)	Developing (1)	NP
1. Set up physical space to support participation				
2. Presentation included opener, lesson objectives, presentation, discussion and summary				
3. Provided learner engagement opportunities no less than every 5 minutes				
4. Used time effectively. Maximized but did not exceed time limit of 15 minutes				
C. Engaged learners by using 3 or more creative delivery techniques and adult learning principles	Mastering (3)	Accomplishing (2)	Developing (1)	NP
1. Customized delivery based on learner prior experience				
2. Used at least 2 creative delivery techniques to enhance presentation				
3. Provided contextual practice and/or examples to make training relevant to workplace performance				
4. Asked questions to clarify points, challenge learners, and/or promote discussion				

Specific constructive comments. What worked well and what might work better? (Continue on back as necessary)