

Trainer Self-Assessment

for Iowa Adult ESL Regional Training Specialists

Date: _____ Topic and location of training: _____

Trainer: _____

A. Components of the Training Session: *Reflect on the training you facilitated. Respond to each item below by circling "Yes" or "No" and/or providing a **comment, reflection, or example** (if applicable).*

Introduction and Warm-up

1. Did you provide an opportunity for participants to introduce themselves and share something about their adult ESL background, experiences, and/or professional development needs?
Yes No Comment:
2. Did you share the objectives of the training and review the agenda with participants?
Yes No Comment:

Presentation

1. What presentation style(s) did you choose (e.g. lecture, discussion, role play, game, etc) to share the main content of the training? Was it appropriate for the content and audience?
2. What strategies did you use to give adequate and appropriate explanations of new concepts?
3. Did you solicit and respond to participants' questions?
Yes No Comment:
4. Did you periodically check participants' comprehension of the content? How?
Yes No Comment:
5. What audiovisual materials did you use to support the presentation?
6. Did you review and summarize the main points at the end of the presentation?
Yes No Comment:

Practice

1. Did you set up the practice activities clearly and use the activities to give participants a chance to practice what was learned during the presentation? How?
2. What methods and materials did you use for the reporting of small group work? How did you provide feedback to the groups on their activities?

Application and Evaluation

1. How did the participants apply what they learned and practiced?
2. Did the participants have the opportunity share how they applied what they learned? If so, how did you evaluate participants' application of the concepts?

Follow-Up

1. Were all of the participants' questions answered during the training, and/or did you give participants your contact information for after the training?
Yes No Comment:
2. Did you give participants a follow-up task to do in their programs and offer to follow up with them? If so, what was the task? When will the follow-up occur?

B. Facilitation and Time Management

Below is a variety of facilitation and time management strategies to enhance the acquisition of new skills by participants. Place a check (✓) next to the strategies that you used in your training. Then, use the space below to reflect further or give examples of what you did. Add other strategies that you used. *This section should be filled out soon after the training is over.*

Facilitation Skills	Time Management
<input type="checkbox"/> Use a method to address off-topic items in order to stay on topic. <input type="checkbox"/> Provide clear explanations. <input type="checkbox"/> Use clear transitions from one section of the training to another. <input type="checkbox"/> Use a variety of grouping strategies to encourage participation (e.g., cooperative groups, pair activities). <input type="checkbox"/> Clarify and paraphrase main points. <input type="checkbox"/> Summarize participants' comments for the whole group as needed. <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Allot appropriate amount of time to each section of the training by using time limits for different activities. <input type="checkbox"/> Pace training according to participants' needs. <input type="checkbox"/> Make time adjustments on the agenda as needed. <input type="checkbox"/> Complete each section of the training. <input type="checkbox"/> Start and end on time. <input type="checkbox"/> Give participants time to answer questions posed to them. <input type="checkbox"/> Give participants time to process the new information. <input type="checkbox"/> <input type="checkbox"/>

C. Further Reflection

1. What aspects of the training session did you feel were particularly successful?

2. What would you do differently next time?

3. Is there a way or ways in which you would like to further develop professionally? If so, please describe. What professional development opportunities would you need in order to attain this development?