Trainer Evaluation Form

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|  | **Always** | **Frequently** | **Rarely** |
| **When you PREPARE to train do you?** |  |  |  |
| * Have a training plan |  |  |  |
| * Break down the job into small “chunks” |  |  |  |
| * Have materials ready? |  |  |  |
| * Arrange for the training area? |  |  |  |
| **When you PREPARE someone to learn something new do you?** |  |  |  |
| * Put him/her at ease? |  |  |  |
| * Find out what is known? |  |  |  |
| * Get their interest? |  |  |  |
| * Place him/her correctly? |  |  |  |
| **When you PRESENT the procedures do you?** |  |  |  |
| * Tell? |  |  |  |
| * Show? |  |  |  |
| * Explain? |  |  |  |
| * Demonstrate? |  |  |  |
| **When you have the trainee TRY OUT what has been learned, do you?** |  |  |  |
| * Have the trainee perform the steps? |  |  |  |
| * Have the trainee explain the key points? |  |  |  |
| * Offer constructive and positive feedback? |  |  |  |
| * Explain over as needed? |  |  |  |
| * Respond to and encourage questions? |  |  |  |
| * Listen actively |  |  |  |
| **When you FOLLOW UP to see if the job is being done properly, do you?** |  |  |  |
| * Have the learner work alone? |  |  |  |
| * Encourage questions? |  |  |  |
| * Give feedback? |  |  |  |
| * Check frequently? |  |  |  |
| * Taper off? |  |  |  |