Trainer Evaluation Form

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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?
 |  |  |  |