Training Evaluation Checklist

The trainer:

☐ Respects the participants, and the knowledge and experience they bring to the class.

☐ Knows the participants’ needs and tailors the training to these needs (makes it relevant, builds on what they already know).

☐ Uses participatory, interactive methods that actively involve the learners and draw on their own skills and knowledge.

☐ Uses a variety of different training methods to keep things interesting and to accommodate diverse learning styles.

☐ Uses “hands-on” activities whenever possible.

☐ Uses good props, demonstration equipment, visuals, etc.

☐ Is careful to do more listening than talking.

☐ Demonstrates enthusiasm and commitment to health and safety.

☐ Is well-prepared in advance and has a clear training plan.

☐ Makes expectations clear from the beginning.

☐ Gives an overview of what the training will cover.

☐ Avoids giving a talk or lecture for more than 10 minutes at a time.

☐ Involves all participants, not just some.

☐ Creates a safe learning environment for all participants.

☐ Recognizes and accommodates cultural and linguistic differences among participants.