

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.