

Train-The-Trainer
Answer Sheet

Pre-Test

Post-Test

NAME: _____ DATE: _____

True or False: For each statement below, circle T or F

1	T	F	The three most important elements that create the learning environment are the trainer, the materials, and the administration.
2	T	F	Checklists should not be necessary if the trainer is fully prepared.
3	T	F	The following four characteristics describe a good trainer-- patient, flexible, gives positive feedback, and is prepared.
4	T	F	To avoid confusion only use one learning technique.
5	T	F	People remember about 40% of the information they just read.
6	T	F	Always provide training objectives so the trainees understand expectations.
7	T	F	Playing a game can be an effective training method.
8	T	F	Temperature, comfort of chairs, space, avoiding distractions, furniture arrangement, lighting and restrooms are all important factors of a learning environment.
9	T	F	Asking questions is considered a participative training method.
10	T	F	Using questions is a powerful way to solicit participation from trainees, but should be used sparingly to maximize impact.
11	T	F	Anticipating questions is part of training preparation.
12	T	F	When structuring an exercise you should assume your trainees have no idea about what you're talking about.

Please see back of page to complete quiz

13	T	F	When showing a graphic to illustrate the right and/or wrong way of doing something, you should always show both, in that order.
14	T	F	When training, you should smile constantly.
15	T	F	The seven slide rule has to do with the amount of information on each slide.
16	T	F	V3 has to do with the three most important elements of writing training objectives.
17	T	F	A transition can be used in place of an adjective.
18	T	F	A good trainer will make people learn.
19	T	F	When speaking to your training audience you should use a filler word when you lose your train of thought.
20	T	F	When using video, the room should always be as dark as possible.