



Training Structure Evaluation

Date: _____

Trainer: _____ Observer: _____ District: _____

These items help to set the context for understanding participant feedback, but may be outside of a trainer's control. If a pattern of deficits emerge after multiple trainings, it would indicate an area a trainer needs to problem solve.

	NO (0)	COULD BE IMPROVED (1)	YES (2)
Prior to starting the training, the room was set up to be conducive to the type of training being conducted (i.e., teams, classroom style, individual)			
All necessary electronic and technology equipment was ready to use in time for the training (e.g., lcd, computer, microphone, speakers)			
All materials, tools, and handouts were prepared prior to training start time			
The training started at the published time			
Trainer started the training with an appropriate introduction and training objectives			
Trainer clearly explains the order of the day to include times for breaks and lunch			
Trainer explains the location of restrooms , snacks, and other necessities as needed			
Trainer allows for appropriate participant introductions at the beginning of the session. If this is a very large group, the District Coordinator should offer a few words to orient the participants to one another. In small groups, administrators may introduce their team.			
Trainer provides basic parameters for learning environment: turn off cell phones , respect other perspectives , minimize personal conversations , workshop environment , encourage participants to ask questions & interact with the trainer during activities, acknowledge hand signal to bring group back together.			
Trainer stays on track as described for breaks and lunch			
Trainer does not exceed more than 1 ½ hours of consecutive presentation before a break is scheduled			
Trainer explains and requests the return of evaluation forms prior to ending the session			
Trainer verifies the completeness and legibility of the session attendance roster			
The training ended at the published time , or slightly earlier (no more than 30 minutes)			
Trainer allows for and assists with clean up following session			
TOTALS..... (out of 30 possible)			