

Trainers of Tomorrow Capacity Assessment

Training Dates: May 5 – June 23, 2020

Presenter Name:

Date:

Assessor Initials:

		1 Growth Point	2	3	4 Threshold - Skilled	5 Mastery
	Lighting, Sound Background	Poor lighting with glare and shadows; unable to hear clearly; background distracted from the presentation.	Minimally addressed lighting, background and sound to make the environment conducive to learning	Somewhat addressed lighting and background and sound to make the environment conducive to learning	Appropriate use of lighting, no glare or shadows; sound was clear with no gaps in transmission, background was pleasing and simple	Excellent use of the lighting - ability to see trainer clearly without shadows, participants were able to hear clearly; background was simple, not distracting and pleasant.
	Computer Platform Use	Numerous difficulties with equipment and operation of platform for the presentation.	Minimally proficient in use of equipment and operation of platform for the presentation.	Somewhat proficient in use of equipment and operation of platform for the presentation.	Appropriate use of the equipment and operation of the platform for the presentation.	Flawless operation of platform and accompanying resources.
	Adult Learner Engagement	No elements of adult learning are incorporated in the presentation and materials	At least two adult learning elements are incorporated in the presentation and materials.	Demonstrates knowledge of adult learning principles and incorporates them into the presentation. Creates a safe learning environment for participants.	Demonstrates adult learning principles in the materials and presentation. <ul style="list-style-type: none"> - Independent self-concept - Life experiences - Learning is related to current needs - Problem centered 	Incorporates concepts of relevancy, engagement, active learning and learner centered strategies in the presentation throughout the materials and presentation.

					- Internal motivation	
	Lesson organization, engagement, flow	Content errors or omission; materials do not flow; low level of participant engagement.	Displays basic content knowledge yet does not articulate connections with other elements of the subject matter.	Displays solid content knowledge and makes connections between other elements of the subject matter.	Covers most of the elements adequately in a logical coherent and well developed manner, displays solid content knowledge; engaged participants and followed a logical well developed plan.	The trainer displays extensive content knowledge with evidence of continuing and active learning in the subject matter.
	Comportment	Does not demonstrate professional or appropriate interactions with learners	Demonstrates a minimal level of professional and appropriate interaction with learners.	Demonstrates a somewhat professional and appropriate interaction with learners	Demonstrates professional and appropriate interactions with learners.	Demonstrates appropriate and appropriate level of mastery for the learner.
	Appearance	Dress and appearance is not professional;	Minimal attention to professional appearance conducive with the role of instructor.	Displays a somewhat professional appearance conducive with the role of instructor.	Noticeable attention to professional appearance conducive with the role of instructor.	Excellent professional dress and appearance conducive with the role of instructor.
	Overall Effectiveness	Was not engaging, clear, or effective; did not display a clear understanding	Attempted to engage participants in discussion, and was minimally responsive to	Slightly engaging, clear, and effective; slightly stimulated discussions with participants;	Was engaging, clear, and effective; stimulated discussions; responsive to	Was engaging, clear, and effective; stimulated discussions; responsive to participants; displayed a clear understanding of the subject matter; made

		of the subject matter; did not make effective use of a variety of training methods.	participant questions; did not stimulate discussions; was not responsive to Participants input.	displayed a minor understanding of the subject matter with marginal use of a variety of training methods.	participants; displayed a clear understanding of the subject matter; used a variety of training methods.	use of a variety of training methods. The trainer successfully makes major adjustments to the training if needed that greatly improve learning.
	Ease of Presenter	Unprepared, and shows very little or no effort in quality preparation; displays poor attitude.	Somewhat prepared displays less uneasiness in presenting	Preparation done well, covers most of the outlined material, mostly at ease, speaking clearly.	Demonstrates excellent preparation, presentation covers all material with and ease of facilitation, speaks clearly.	Exceptional preparation, substantive, well supported easily facilitates the entire presentation.
	Combined Rating	Demonstrates none of the aspects in delivery of virtual learning.	Demonstrates very few of the aspects in delivery of virtual learning.	Demonstrates some of the aspects in delivery of virtual learning.	Demonstrates most of the aspects in delivery of virtual learning.	Demonstrates mastery in all aspects of virtual learning
	Notes					

