

TTTF Observer/Coach: Complete for Practice Training Observation with Agency Attendees

Program Champion Name:

Date:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A
The trainer was knowledgeable about the subject matter.	1	2	3	4	5	N/A
The trainer appeared confident and comfortable with the material.	1	2	3	4	5	N/A
The trainer’s ability to explain was excellent.	1	2	3	4	5	N/A
The trainer seemed well prepared for the training.	1	2	3	4	5	N/A
Concrete examples and illustrations were used to clarify the material.	1	2	3	4	5	N/A
The trainer promoted an atmosphere conducive to work and learning.	1	2	3	4	5	N/A
The rate of delivery of material was appropriate.	1	2	3	4	5	N/A
The training was engaging.	1	2	3	4	5	N/A
The trainer listened thoughtfully to attendees’ comments and demonstrated empathy and respect.	1	2	3	4	5	N/A
The trainer’s eye contact was appropriate.	1	2	3	4	5	N/A
Technology was used without difficulty.	1	2	3	4	5	N/A
Visual training content could be easily read.	1	2	3	4	5	N/A
The trainer’s articulation and voice level was clear.	1	2	3	4	5	N/A
The trainer handled attendee questions well.	1	2	3	4	5	N/A
Overall, there was an absence of verbalized pauses (such as er, ah, um).	1	2	3	4	5	N/A

Most items are selected and adapted from C. Roland Christensen, the Center for Teaching and Learning, Harvard Business School (2005, from a peer observation scale used at the University of Minnesota and from items used at the University of Albany

	Poor	Fair	Good	Very Good	Excellent
Overall, how would you rate the delivery of the training curriculum by the trainer to setting stakeholders?	1	2	3	4	5
Overall, how would you rate the effectiveness of the trainer as a teacher?	1	2	3	4	5

Please provide any comments that would help to clarify your above ratings.