

Letter to Trainers: Preparation Form

Dear Trainers:

In preparation for our Training Fest in Stowe on November 13–15, I would greatly appreciate it if you would fill out the questionnaire below. Because there are so many aspects to training, we would like to use this time to address your interests better by finding out what would most benefit you.

Which, if any, of the following opportunities does your current job offer for you to use your presentation skills? Circle the appropriate answers and fill in the blanks as necessary.

- a. A short informative presentation at a meeting.
- b. A training of the following length: _____.
- c. Cotraining with someone else on a specific topic.
- d. Designing and delivering a training of the following length: _____.
- e. Legislative testimony.
- f. Other _____.

2. Please rank these elements of training according to their usefulness/interest to you. Please circle one number for each element (1 is the least useful to you, and 4 is the most useful.)

	Least Useful		Most Useful	
a. Adult learning styles, principles, methods (activities)	1	2	3	4
b. Pretraining preparation survey/planning/coordination	1	2	3	4
c. Creating resources for training	1	2	3	4
d. Evaluation/assessment	1	2	3	4
e. Public speaking skills	1	2	3	4
f. Crafting goals and objectives	1	2	3	4

3. Please list the topics that you have presented in the past.

4. Please describe your comfort level speaking in public.

5. Please describe what you most want to get out of this training, both in preparation for the academy and for your personal and professional life.

Thank you for your participation.

Sincerely,

JAC Patrissi
Training Director