

Gateways to Opportunity Registry

Training Approval Score Sheet

Training Name _____

Trainer Name/INED # _____

When evaluating these criteria, reviewers should take into account the length of the training, audience, and training focus the trainer has identified.

	Yes	No
1. The trainer provides an adequate explanation in the Narrative of Experience.	<input type="checkbox"/>	<input type="checkbox"/>
2. The trainer allots adequate time for the events/activities listed in their outline.	<input type="checkbox"/>	<input type="checkbox"/>
3. The trainer uses a variety of training methods.	<input type="checkbox"/>	<input type="checkbox"/>

	1 point "None"	2 points "Some"	3 points "All"	Score
4. Demonstrates quality writing	The application and materials are very poorly written.	The application and materials written somewhat well.	The application and materials are well written.	_____
5. Maintains consistency	The description, objectives and agenda are not at all consistent with one another.	The description, objectives and agenda are somewhat consistent with one another.	The description, objectives and agenda are consistent with one another.	_____
6. Establishes logical sequence of events/activities	The events/activities do not flow in a logical sequence.	Some of the events/activities flow in a logical sequence.	The events/activities flow in a logical sequence.	_____
	2 points "None"	4 points "Some"	6 points "All"	Score
7. Specifies realistic objectives	None of the objectives are realistic as written.	Some of the objectives are realistic as written.	All of the objectives are realistic as written.	_____
8. States measurable objectives	None of the objectives are written in measurable terms.	Some of the objectives are written in measurable terms.	All of the objectives are written in measurable terms.	_____
9. Assesses participant progress toward meeting objectives	There is no acceptable assessment of progress for any of the objectives.	There is an acceptable assessment of progress for some of the objectives.	There is an acceptable assessment of progress for all of the objectives.	_____

SCORED BY: _____

TOTAL SCORE _____ / 27
(Minimum score 19 needed for approval)

DATE: _____