Girl Guides of Canada   Guides du Canada

TRAINER SELF-EVALUATION FORM

The purpose of an observation is to improve the overall effectiveness of trainers and to support them in their skills development. Both the trainer and the observer take an active role in the process. This form is to be used by the trainer as a tool for self-evaluation.

Trainer:	iMIS:
Training Topic:	Date:
Address:	Tel:
	E-mail:

SKILLS	RATING (1-4) 1 – rarely 2 – some of the time 3 – most of the time 4 – all of the time	COMMENTS
Communication Skills		
Demonstrates appropriate body language		
Is approachable and friendly		
Speaks clearly and audibly		
Listens well and asks clarifying questions as needed		
Conveys information clearly and succinctly		
Organizational Skills		
Manages time effectively		
Is organized and well prepared		
Presentation Skills		
Effective use of visual and multimedia aids		
Presents information in varied and creative ways		
Explains new concepts using relevant examples		
Facilitation Skills		
Creates a comfortable and encouraging learning environment		
Manages group dynamics effectively		
Gives appropriate feedback. Builds on group contributions.		
Evaluated learning throughout and at the end of the session		
Training objectives and goals are fulfilled.		
Delivered information that was current and relevant		
Demonstrated knowledge of Girl Guides of Canada and its Beliefs and Values		

TRAINING TECHNIQUES

List the training techniques used during this session. Please comment on the effectiveness of each technique.

What are your strengths as a trainer?

What areas require improvement?

Develop an action plan outlining an area that you would like to improve.

Goal	Action	Time Frame

Signature: _____   **Date:** _____