TRAINER’S PERFORMANCE ASSESSMENT

Participation
C How did the trainer affect the group? How aware was the trainer of the effect?
C Give examples of how the group responded to the session.
C How many in the group participated? How long? In what ways?
C How would you describe the group’s behavior?

Content
C What is the primary content of this session?
C How was this content made clear to you?
C What does the trainer do that causes you to believe the trainer knows the content?
C What does the trainer do that causes you to doubt content knowledge?

Design
C Are the session objectives clear? Does the group share in them? How do you know?
C How did the trainer give the group a sense of direction?
C Critique instructions the trainer gave to the group.
C How did the leader reinforce learning?
C What gave unity to the design of the session?

Methods
C Write down every training method you saw used in this session.
C Which were most effective? Why?
C Which were least effective? Why?
C Name three alternative methods the leader could have used.

Adult Learning
C How did the trainer relate to or draw on the group’s experience?
C How did the trainer relate content to group needs?
C How did the trainer acknowledge the variety of learning styles within the group?
C What did the trainer do to establish the learning climate?

Leadership
C How did the trainer respond to group needs?
C What decisions were made during the session? How?
C How much control did the trainer exhibit? The group?
C What techniques did the trainer use to move the group through the design?
C How would you describe the trainer’s style?
Visuals

C Name all the visuals used during the session. Which were most effective? Why? Which were least effective? Why?
C What other visual techniques could have been useful in this session?
C How did the trainer use him or herself as a visual aid?
C What message(s) did this convey?

Time

C Keep track of the time spent on each major segment of the session.
C Note how much time the trainer talked or lead.
C Describe the pace for each major segment.
C How did the pace feel to you?
C How could the trainer have used the available time better?

# Instructor Assessment

## Lesson Delivery

Instructor Name: ____________________________  Date: ____________________________

### Instructional Topic

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Low</th>
<th>High</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Speaks in clear, understandable English.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>2. Presents information conversationally rather than reading it.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3. Presents and clarifies lesson objectives.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>4. Moves around the room, varies voice modulation, uses natural and animated hand gestures, maintains eye contact.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>5. Uses multiple teaching strategies (i.e., lecture, discussions, exercises, written materials) to present information.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>6. Gives demonstration of procedures.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>7. Includes practice exercise directly related to objective(s).</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8. Gives clear directions for practice exercise(s)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9. Monitors practice by checking individual student responses.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>10. Gives feedback on practice at conclusion of exercise(s)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>11. Asks students questions to check understanding.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>12. Evaluates learner acquisition of skill objective(s).</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>13. Gives learners positive reinforcement for questions/responses.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>14. Learners are actively involved for at least 50% of lesson.</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>15. Completes lesson in time allowed, with appropriate allocation of time to all major portions of the lesson plan or curriculum.</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Other comments: ____________________________

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APPENDIX D.2