RTI Implementer Series: Posttraining Self-Assessment

Presenter: ___________________________ Date: ___________________________
Number of Participants: ___________________________ Participant Type: ___________________________
Module Content: ___________________________ Location: ___________________________

Intended Purpose of Session:

Instructions. After conducting the training, complete the following sections. Use the following questions to help you reflect on your overall success in each area. At the end of each section, rate yourself on a 4-point Likert scale; consider your strengths and how you can improve in each area. At the end of the self-assessment, rate your overall performance and think about how you might conduct future trainings.
Assessment of Module Delivery

**Preparation**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the participants and I have the appropriate materials?</td>
<td></td>
<td></td>
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<tr>
<td>Was the technology and other equipment set up correctly?</td>
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<tr>
<td>Was the arrangement of the tables and chairs effective?</td>
<td></td>
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<tr>
<td>Was there evidence that I made the objectives and outcomes clear prior to presentation?</td>
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<tr>
<td>Was I confident and fully prepared—just nervous enough to keep alert?</td>
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<tr>
<td>Did I study the content thoroughly enough before presenting?</td>
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</tbody>
</table>

**Synthesis Rating: Preparation**

I was well prepared for this presentation.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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</tbody>
</table>

What are my strengths in this area?

How can I improve in this area?
**Presentation Skills**

Was I generally cheerful and energetic? .......................................................... Yes No
Did I use humor appropriately during the training? ........................................ Yes No
Did I maintain good eye contact with learners? ........................................... Yes No
Did I effectively use the slides and notes as guides as opposed to reading directly from them? ........................................ Yes No
Did the experiences and anecdotes I shared enhance the learning? ................ Yes No
Did I give participants adequate “think time” after posing questions? ............ Yes No
Did I respond to both CORRECT and INCORRECT answers in an encouraging manner? ........................................ Yes No
Did I prevent (by intervening, if necessary) participant domination of the discussion or tangents? ........................................ Yes No
Did I encourage less vocal participants to participate? ........................................ Yes No
Did I encourage discussion among participants? ........................................ Yes No
Could all of the participants hear and see me and the screen clearly? ............ Yes No

**Synthesis Rating: Presentation Skills**

My verbal and nonverbal skills used during the presentation enhanced the learners’ experience.

<table>
<thead>
<tr>
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What are my strengths in this area?

How can I improve in this area?
Content Delivery

Did I clearly state to participants the objectives and outcomes of the training? 

Did I make clear connections between the content and the intended outcomes? 

Did I stick to the general time frames recommended for each section? 

Was the pacing of the sections appropriate for training purposes and the learners’ knowledge level? 

Did I present all of the material as recommended? 

Did I use ongoing assessment strategies to judge participant understanding? 

After gauging the audience’s level of technical knowledge, did I adjust the presentation accordingly? 

Did I call breaks and adjust the schedule when learners needed a rest or learner fatigue was evident? 

Did I use language understandable to the learners? 

Was I able to offer alternative explanations of complex content? 

Did I use examples and illustrations that enhanced participant understanding? 

Were the embedded think-pair-share activities effective for participants? 

Did I refer participants to available supporting material as needed? 

Synthesis Rating: Content Delivery

I delivered the content as intended, making adjustments as needed to enhance the learning experience and meet the objectives of the training.

<table>
<thead>
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What are my strengths in this area?

How can I improve in this area?
Content Accuracy

Were the depth and breadth of attention to content appropriate for participants' background? □ □

Did I accurately break down technical/complex concepts in a way participants could understand? □ □

Did I deliver the content as recommended in the training material? □ □

Did I highlight key points as outlined in the training material? □ □

If I omitted or changed content during the session, was it appropriate? □ □

Was I able to answer technical questions from the audience accurately? □ □

Did I make connections to other components of RTI and/or to real-world contexts? □ □

Synthesis Rating: Content Accuracy

I presented all of the content accurately and demonstrated appropriate depth and breadth of the content knowledge for this training module.

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What are my strengths in this area?

How can I improve in this area?
**Participant Experience**

Did I encourage and value the involvement of all participants?  

Did I encourage participants to generate ideas, questions, and connections?  

Did I build a climate of respect for participants’ experiences, ideas, and contributions?  

Did participants believe I was sensitive to variations in their site demographics, implementation challenges, resources, experiences, or preparedness?  

Were participants actively engaged during the presentation content, activities, and discussions?  

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**Synthesis Rating: Participant Experience**

I was able to keep participants actively engaged throughout the entire training.

<table>
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What are my strengths in this area?

How can I improve in this area?
Posttraining Follow-up
Did I follow up with the training site facilitator for feedback and to address any issues? □ □
Did I follow up with participants to address questions or issues as promised? □ □
Did I review feedback from posttraining evaluations and identify ways to improve future trainings? □ □

Synthesis Rating: Posttraining Follow-Up
I will incorporate feedback from training evaluations, observations, and self-reflection to improve my future trainings.

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What are my strengths in this area?

How can I improve in this area?

Overall Rating and Next Steps
How do you think you did overall? On a scale of 1–10 (1—Not at All Confident and 10—Extremely Confident), how would you rate your ability to deliver the training material in an effective and engaging manner to various audiences?

<table>
<thead>
<tr>
<th>Not at All</th>
<th>1</th>
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<th>4</th>
<th>5</th>
<th>6</th>
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Based on the results of the training evaluations and my self-assessment, what is my plan for improving future trainings?
About the National Center on Response to Intervention

Through funding from the U.S. Department of Education’s Office of Special Education Programs, the American Institutes for Research and researchers from Vanderbilt University and the University of Kansas have established the National Center on Response to Intervention. The Center provides technical assistance to states and districts and builds the capacity of states to assist districts in implementing proven response to intervention frameworks.

National Center on Response to Intervention

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