

## 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

	Yes	No
Did the participants and I have the appropriate materials? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Was the technology and other equipment set up correctly? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Was the arrangement of the tables and chairs effective? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Was there evidence that I made the objectives and outcomes clear prior to presentation? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Was I confident and fully prepared—just nervous enough to keep alert? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did I study the content thoroughly enough before presenting? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>

### Synthesis Rating: Preparation

I was well prepared for this presentation.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
What are my strengths in this area?   How can I improve in this area?			

## Presentation Skills

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

### Synthesis Rating: Presentation Skills

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

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
What are my strengths in this area?   How can I improve in this area?			

**Content Delivery**

Yes No

- 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.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
What are my strengths in this area?     How can I improve in this area?			

## Content Accuracy

	Yes	No
Were the depth and breadth of attention to content appropriate for participants' background? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did I accurately break down technical/complex concepts in a way participants could understand? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did I deliver the content as recommended in the training material? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did I highlight key points as outlined in the training material? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
If I omitted or changed content during the session, was it appropriate? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Was I able to answer technical questions from the audience accurately? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>
Did I make connections to other components of RTI and/or to real-world contexts? . . . . .	<input type="checkbox"/>	<input type="checkbox"/>

## 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.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
<p>What are my strengths in this area?</p>          <p>How can I improve in this area?</p>			

## Participant Experience

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Did I encourage and value the involvement of all participants? . . . . .   | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did I encourage participants to generate ideas, questions, and connections? . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did I build a climate of respect for participants' experiences, ideas, and contributions? . . . . .  | <input type="checkbox"/> | <input type="checkbox"/> |
| Did participants believe I was sensitive to variations in their site demographics, implementation challenges, resources, experiences, or preparedness? . . . . . | <input type="checkbox"/> | <input type="checkbox"/> |
| Were participants actively engaged during the presentation content, activities, and discussions? . . . . .   | <input type="checkbox"/> | <input type="checkbox"/> |

### Synthesis Rating: Participant Experience

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

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
What are my strengths in this area?   How can I improve in this area?			

## Posttraining Follow-up

Yes No

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.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
<p>What are my strengths in this area?</p>   <p>How can I improve in this area?</p>			

### 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?*

Not at All					Extremely				
1	2	3	4	5	6	7	8	9	10
<p>Based on the results of the training evaluations and my self-assessment, what is my plan for improving future trainings?</p>									

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