

Trainer:	_____
Evaluator:	_____
Date:	_____

NCRTI Implementer Series: Trainer Evaluation

The NCRTI Implementer Series (BIS): Trainer Evaluation is designed to support evaluators in assessing the readiness of trainers to deliver the BIS modules independently. Evaluators should be familiar with the content, recommended delivery format, and suggested pacing guides. More information about these can be found in the detailed speaker notes of the modules and the *Facilitator's Guide*.

General Instructions. The Trainer Evaluation can be completed electronically or using paper and pencil. If using paper and pencil, enter the trainer's name, evaluator's name, and date in the upper right-hand corner prior to printing. After completing Part I: Observation Information, consider using the Direct Observation Forms provided in Appendix A to document ongoing observations during the training. To assess content accuracy and attention to major points, consider following along with the speaker notes found in each PowerPoint. After the observation ends, summarize your observations in Part II: Module Delivery and Part III: Observation Summary and Recommendations. Observations should be long enough to assess the trainer's preparation, presentation skills, content delivery, content accuracy, and participant experience in the area of interest.

Part I. Observation Information

Instructions: Prior to the scheduled observation time, provide the following information.

Trainer: _____ Evaluator: _____

Date: _____ Duration of Observation: _____

Number of Participants: _____ Participant Type (e.g., teacher, principal): _____

Module Content/Sections: _____ Location: _____

Brief Description of Observed Session: (a) partial or complete observation session; (b) delivery formats observed (e.g., team time, PowerPoint presentation, activities); (c) seating arrangements (e.g., teams at round tables); and (d) session sequence, if part of a training series.

Intended Purpose of Session:

Trainer:	_____
Evaluator:	_____
Date:	_____

Part II. Module Delivery

Instructions. During or immediately following the observation, complete the following to assess various components of the module delivery: preparation, presentation skills, content delivery, content accuracy, participant experience, and posttraining follow-up. For each subsection, rate each trait as occurring (YES) or not occurring (NO). At the end of each subsection, give the trainer an overall score on a 4-point Likert scale.

Preparation

	Yes	No
Did the trainer prepare all materials beforehand?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer ensure the technology was set up correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer arrange the tables and chairs in an effective way?	<input type="checkbox"/>	<input type="checkbox"/>
If sections of the module were omitted or altered prior to the training, were adjustments appropriate for the given audience or schedule?	<input type="checkbox"/>	<input type="checkbox"/>
Did participants have the appropriate materials?	<input type="checkbox"/>	<input type="checkbox"/>
Was it clear that participants understood the objectives and outcomes of the session prior to the training?	<input type="checkbox"/>	<input type="checkbox"/>

Synthesis Rating: Preparation

The trainer was well prepared for the training.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
Supporting evidence for rating:			
Recommendations:			

Trainer:	_____
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Date:	_____

Presentation Skill

Yes No

If not applicable, leave blank.

- Was the trainer generally cheerful and energetic? Yes No
- Did the trainer use humor appropriately during the training? Yes No
- Did the trainer effectively use the slides and notes as guides, as opposed to reading directly from them? Yes No
- Did the trainer use various training and engagement methods appropriately? Yes No
- Did the trainer use his or her own experiences and anecdotes appropriately? Yes No
- Did the trainer use questions appropriate for the experience and educational level of participants? Yes No
- Did the trainer avoid giving answers to questions posed to participants before they were given adequate time to respond to questions themselves? Yes No
- Did the trainer respond to CORRECT answers in an encouraging manner? Yes No
- Did the trainer respond to INCORRECT answers in an encouraging way? Yes No
- Did the trainer prevent domination of the discussion or avoid tangents, or intervene if necessary? Yes No
- Did the trainer encourage less vocal participants to participate? Yes No
- Did the trainer encourage discussion among participants? Yes No
- Did the trainer generally show respect for participants? Yes No
- Did the trainer use appropriate changes in voice intonation? Yes No
- Was the trainer's voice clear and audible to all participants? Yes No
- Did the trainer maintain good eye contact with participants? Yes No

Synthesis Rating: Presentation Skills

The trainer's presentation skills enhanced the participants' experience.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
Supporting evidence for rating:			
Recommendations:			

Trainer:	_____
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Content Delivery

	Yes	No
Did the trainer make clear connections between the content and the intended outcomes?	<input type="checkbox"/>	<input type="checkbox"/>
Was the pace of each section appropriate for training outcomes and participants' needs?	<input type="checkbox"/>	<input type="checkbox"/>
Were the contents of the slides delivered as recommended?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer use effective assessment strategies (e.g., brief questions, exercises) along the way to assess participant understanding?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer call breaks and adjust the schedule when learners needed a rest or when learner fatigue was evident?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer use language that was understandable to the learners?	<input type="checkbox"/>	<input type="checkbox"/>
Were participants offered alternative explanations of complex module content?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer use effective examples and illustrations?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer gauge the audience's level of technical knowledge and adjust the presentation accordingly?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer effectively model questioning strategies that were likely to enhance the development of conceptual understanding (e.g., emphasis on higher order questions, appropriate use of "wait time," identification of perceptions and misconceptions)?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer implement the embedded think-pair-share activities effectively?	<input type="checkbox"/>	<input type="checkbox"/>

Synthesis Rating: Content Delivery

The content was delivered as intended and was effective in meeting the training objectives.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
Supporting evidence for rating:			
Recommendations:			

Trainer:	_____
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Date:	_____

Content Accuracy

	Yes	No
Were the depth and breadth of covered content appropriate for training session outcomes?	<input type="checkbox"/>	<input type="checkbox"/>
Were the depth and breadth of attention to content appropriate for participants' needs?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer accurately break down technical or complex concepts in a way participants could understand?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer present technically accurate content?.	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer accurately highlight key points?	<input type="checkbox"/>	<input type="checkbox"/>
If content was omitted or changed during the session, was the decision appropriate given the audience's needs?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer answer technical questions from the audience accurately?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainer display an understanding of concepts (e.g., in his or her dialogue with participants)?	<input type="checkbox"/>	<input type="checkbox"/>
Were appropriate connections made to other components of RTI or to real-world contexts?	<input type="checkbox"/>	<input type="checkbox"/>

Synthesis Rating: Content Accuracy

The trainer delivered the content accurately and demonstrated appropriate depth and breadth of content knowledge necessary to deliver this training module effectively.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
Supporting evidence for rating:			
Recommendations:			

Trainer:	_____
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Date:	_____

Participant Experience

- | | | |
|--|--------------------------|--------------------------|
| | Yes | No |
| Was active involvement of all participants encouraged and valued? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were participants encouraged to generate ideas, questions, and connections? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did the trainer’s examples, language, and behavior demonstrate sensitivity to variations in participants’ site demographics, implementation challenges, resources, experiences, or preparedness? | <input type="checkbox"/> | <input type="checkbox"/> |
| Were participants actively engaged during the presentation of content, activities, and discussions? | <input type="checkbox"/> | <input type="checkbox"/> |

Synthesis Rating: Participant Experience

The trainer was able to keep participants actively engaged throughout the training.

Strongly Disagree	Disagree	Agree	Strongly Agree
1	2	3	4
Supporting evidence for rating:			
Recommendations:			

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Part III. Observation Summary and Recommendations

Instructions. Please provide a summary of your observation and ratings from Part II. To assist in improving the trainer's skills, provide clear, constructive feedback and recommendations to the greatest extent possible.

Overall Rating and Feedback

How confident, on a scale of 1–10 (1—Not at All Confident and 10—Extremely Confident), are you in the trainer's ability to deliver the training material independently in an effective and engaging manner to various audiences?

Not at All					Extremely				
1	2	3	4	5	6	7	8	9	10
<p>Describe the trainer's strengths.</p> <p>Describe any potential areas of improvement.</p>									

Recommendation for Future Trainings

Given your observation, would you recommend this individual for future trainings?

- Recommended
- Recommended with reservations
- Not recommended

If recommended with reservations or not recommended, please explain.

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Date:	_____

Appendix A: Direct Observation Forms

Observation of Major Section Delivery (Optional)

For each major section observed during the training, use the space below to make notes about the trainer’s strengths and weaknesses in pacing, presentation and content delivery, and perceived participant engagement. In addition to the titled content sections, consider including the introduction and closing in the table below. Check with the trainer prior to the training session to determine which sections will be presented.

Section Title/Time	Strengths	In Need of Improvement	Additional Comments
Title: Time:			
Title: Time:			
Title: Time:			
Title: Time:			

Trainer:	_____
Evaluator:	_____
Date:	_____

Observation of Major Activity Delivery

Use the space below to make notes about the trainer’s delivery of key activities. Key activities are those in which smaller groups engage in independent work, such as team time and completing handouts. Think-pair-share activities should be included in the observation of major sections, or as a single item below.

Section Title/Time	Appropriate for the Audience?	Clear Instructions Provided?	Adequate Time Provided to Meet Session’s Purposes and Audience Needs?	Additional Comments?
Title/Description: Time:				
Title/Description: Time:				
Title/Description: Time:				
Title/Description: Time:				

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.



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