

A “RUBRIC” FOR TRAINER EVALUATION

Trainer:

Topic:

Date:

Number of Participants:

Type of Training:

	ROOM TO GROW NEEDS HELP!	GETTING THERE	SATISFACTORY AVERAGE	WELL ON THE WAY	WOW! EXEMPLARY
A. RAPPORT					
Enthusiasm	Boring Low Interest	Some interest Minimal participation of participants	Shows interest in topic and participants; Motivator, smiles	Evident interest, inflection/animation	Charismatic Generates high interest
Flexibility	Carved in stone	Change under protest	Accepting change Thinking on feet	Embracing change	Initiates change Prepared for anything
Interaction	No eye contact No feedback	Closed questions Attempts at eye contact	General eye contact Some feedback with follow- up	General eye contact Open-ended questions	Encompassing eye contact; Ongoing feedback
Teamwork	Does it all or none of it Disagreements	Contributes only when asked	Contributes fair share	Equal participation	Dream team. Synergy compliment totally Anticipates teams needs
B. KNOWLEDGE					
Current	Outdated Uses old terminology, policies etc	Mixture of outdated and new	Knows and uses current program, policies, etc	Aware of how to access information updates	Actively seeks out updates
Relevant, knows what she's talking about	Useless, not applicable	Sparse or not applicable	Gives basic information	Gives enriched info to participants	Makes info come alive with examples
Context within GG framework – philosophy and program of Movement	Minimal awareness and does not relate to participants	Sometimes relates all topics to participants	Adequately relates all topics to participants	Mostly relates all topics to participants	Relates all topics to participants
Resources	No knowledge or use of resources	Minimal knowledge and use of resources	Basic knowledge/use Admits when she doesn't know but will find out	Experienced and knowledgeable use of resources	Has acquired expertise in a given field Has knowledge at her fingertips and knows how to use it

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C. COMMUNICATION					
Voice					
Inflection /Pitch	Consistently monotone, No expression, singsong	Sometimes shrill/high	Some expression	Usually dynamic	Consistently animated Dynamic & expressive- appropriate to topic
Articulation	Marble-mouth slurred	Sometimes hard to understand	Generally understood most of the time	Mostly clear & concise	Clear & concise Correct pronunciation and enunciation
Volume	Consistently shouter or whisperer Voice drops off	Sometimes shouter or whisperer	Volume adequate Can be heard most of the time	All people can hear Some variety in volume Good projection	All people can always hear. Varies volume., Excellent projection
Speed	Too fast or too slow	Hesitant, unvaried., sometimes too fast or too slow	Acceptable speed for most people'; some variety	Fluent, smooth., varied	Easy to follow. Appropriate speed for topic, interesting, good timing
Non-Verbal					
Eye Contact	None-looks at floor/ceiling, reads paper & never looks up	Speaks to one person or table Quick peaks	Occasional-picks out one person or table, looks at one side of the room	All encompassing-not quite direct but general view of all sections	Continual and thorough, comfortable with participants
Gestures	Frozen, inanimate, inappropriate-overuse of hands, hands playing with things in pocket	A few hand gestures	Acceptable, not overtly obvious. Comfortable appropriate gestures	Relaxed posture. Flow is good, not distracting	Always appropriate, very relaxed
Facial Expression	deadpan	Some smiles	pleasant	Very pleasant	Warm & sincere
Language					
Grammar	poor	Generally correct	good	correct	Exemplary
Terminology	Incorrect terms, over people's heads, talks down	Doesn't explain jargon	Some jargon but not to point where message is lost	Ex[plains jargon, mostly appropriate	Appropriate use
Mannerisms	Annoying / distracting i.e. “um”, “you know”	Some-still annoying	Few, not distracting	appropriate	Fluent & smooth No idiosyncrasies

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D. VISUAL AIDS					
Appropriate	inappropriate	fair	acceptable	good	Dynamic, on topic Concept at single glance
Readability	unreadable	Some readable	readable	Easily readable	Readable & clear
Variety	No variety	Attempt at variety	Some variety	Lots of variety	Excellent & appropriate
Appearance	Ugly/messy, distracting	Fair, most okay	good	Very tidy, entertaining	Eye-appealing Memorable, innovative
E. APPEARANCE					
Uniform	Non-existence, unclean, sloppy	okay	Clean, correct appropriate	smart	Immaculate
Body language	Closed, rigid stance	Sometimes closed when challenged	Eye contact., leaning forward	Relaxed most of the time	Open, welcoming stance
Mannerisms	Many annoying mannerisms	Some annoying mannerisms	Occasional mannerisms	Seldom has distracting mannerisms	No distracting mannerisms
Poise & confidence	Sweating, awkward	Sometimes awkward	comfortable	Comfortable, even when questioned, etc	Coping with anything & everything
F. ORGANIZATION					
Materials & Equipment	Broken or not there No backup	Disorganized Not effectively used	Materials & equipment there	Already collated & hole- punched	Equipment used effectively, set up ahead
Creativity	Straight lecture / reading	Same old approach	Variety of techniques but no Zing	Interesting & different	Original, professional, PIZZAZZ
Teamwork	Wrong person in job disagreement	Planned by one , not team	Balanced approach	Building on strengths	Synergy obvious, all involved, shared responsibility

Observer Name:

Position:

Address:

Phone:

E-Mail:

Date:

Signature: