

TRAINING PRESENTATION Evaluation

McGaan - COMM 333

TEAM: _____.

GRADE: _____

TRAINING MODULE: _____.

Introductory Material: *Excellent, Good, Average, Fair, Poor (15 pts.)* _____

- Team Intro
- Ice-breaker or other interaction
- Explanation of goals of module

Quality/Relevance/Clarity of Objectives: *Excellent, Good, Average, Fair, Poor (10 pts.)* _____

- Relevance of objectives to content of module
- Relation of objectives to trainee needs
- Clarity/quality of objectives

Appropriateness/Effectiveness of Methods: *Excellent, Good, Average, Fair, Poor (25 pts.)* _____

- Effectiveness of methods in reaching objectives
- Variety of kinds of learning
- Engagement of trainees

Use of Materials (A.V., handouts, etc.): *Excellent, Good, Average, Fair, Poor (20 pts.)* _____

- A.V materials
- Handouts
- Activity materials

Feedback, Evaluation, Motivation: *Excellent, Good, Average, Fair, Poor (10 pts.)* _____

- Feedback to trainees
- De-briefing/summarizing key points
- Motivation to use content / take away
- Evaluation

Trainer Credibility/ Interaction Skills: *Excellent, Good, Average, Fair, Poor (20 pts.)* _____

- Evidence of teamwork
- Appearance
- Quality/quantity of interaction with trainees
- Confidence
- Fluency of presentation

TOTAL _____