TEAM:  S.E.M. Consulting  
GRADE: _____

TRAINING MODULE: “Cool, Calm, and Collected: Introduction to Conflict Management in Residence Life”

Introductory Material:  **Excellent, Good, Average, Fair, Poor**
I like your introduction.  It was friendly and direct.
You seemed confident and professional.  No use of notes!!
Nice job of team member introductions.
Good effort to take time on key ideas, especially linking the training to job performance.

Quality/Relevance/Clarity of Objectives:  **Excellent, Good, Average, Fair, Poor**
Glad you emphasized objectives as much as you did.
Good idea to use the PowerPoint for showing the objectives.  The objectives were clear.
Objectives were pretty well phrased.
The objectives may have been a bit more than you actually did/could accomplish.  Refer back to them during the training, esp. in debriefing moments.

Appropriateness and Effectiveness of Methods:  **Excellent, Good, Average, Fair, Poor**
You had a nice mix of brief lecture with trainee activity, discussion and media (skit)/ illustration
The ice breaker was fun and got everyone involved (but did it work for knowing names?)
The “straw house” activity was a nice teamwork activity and also fun and involving.  Debriefing Q&A needs to be better, however.  I don’t think you succeeded in making the point.  Plan debriefing questions more carefully.  Link activity clearly to objectives.
Skit and its Q&A was better but needed more time.  The lecture on defining conflict could have been used to better set up the discussion on the skit.  You too quickly begin to lecture during the Q&A.  Instead, hint back to points made during the intro to defining conflict.  Weak debriefing was the major weakness of the demo.

Use of Materials (A.V., handouts, etc.):  **Excellent, Good, Average, Fair, Poor**
Pretty thin on use of materials for learning other than PowerPoint..  (Fine on materials for activities.)
Use visuals more often for reinforcing learning points in activities.
Handouts would help trainees to “take home” ideas learned, esp. after the conflict definition lecture, the team building exercise and the skit.

Feedback, Evaluation, Motivation of Trainees:  **Excellent, Good, Average, Fair, Poor**
Good job interacting with the trainees generally.
Excellent efforts to get trainees to recognize the value of this training to their jobs.
Clearer feedback on what are key conclusions for trainees to draw would be good.
Not much evaluation effort that I could see.

Credibility of Trainers/ Interaction Skills:  **Excellent, Good, Average, Fair, Poor**
Nice confidence.  Good extemporaneous presentation skills
Nice attire for this audience.
good, easy interaction between trainers and between trainers and trainees.  Nice rapport.