POST-TRAINING

◆ CHECKLIST: SELF-ASSESSMENT ◆

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| BASICS |

Did you introduce yourself?

Did you map the session and discuss the ‘why’?

Did you discuss previous experiences?

Did you finish on time?

Did you use questions?

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| COMMUNICATION |

Were you clear and concise with instructions?

How was the speed and tone of your speech?

Did you use natural pauses, or did you use filler words?

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| LANGUAGE |

Did you use simple language? (No jargon!)

Could someone without technical knowledge understand what you were talking about?

Was the use of words appropriate to the group and audience?

Did you explain any words the trainees didn’t understand?

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| COACHING |

Did you help the trainees?

Did you use progressive goal setting or development?

Were you providing constructive criticism?

Did you encourage?

How interactive was the session?

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| STRUCTURE |

Did the session structure make sense?

Did you allow time to review and discuss learning lessons?

Was there enough time allocated to the actual doing (time practising)?