Evaluation of trainers

*EWS/A, Reiteration by SLRCS with Kalansogoia Chiefdom, 15-18 March 2011 (Bo, Sierra Leone), LCM*

**Name of trainer:………………………………………………….. Module:…………………………………………**

*For reiterations in the presence of an EWS expert, trainers will be judged on the following criteria* ***per module led****. Points are earned for each criteria, with a total of maximum 100 points*. **Total**:

For all criteria: You must adapt (cut, add, change) the modules to fit your style and personality. **Contextualizing** a moduleis also important.However, thisdoes **not** mean international examples (i.e., in the presentation or applications) **must** be removed. Rather, local examples should be added whenever possible to drive home the point. Examples from outside the community are often useful as opportunities to expand participant learning about what is happening elsewhere in the world.

Before we leave Bo, you are responsible for updating three files: 1) Your session plan doc; 2) Ppt; and 3) Tools. (you need to add them to the SLRCS EWS archive/toolkit, as part A.

1. **Design……………………………………………………………………………………/ 15 points**

**For each module, the trainer should manage a flow with not less than five (5) clearly identifiable sections:**

1. **Introduction; 2) New Content; 3) Applications; 4) Energizer; 5.) Wrap Up/Review.**
2. Questions include:

* Where the session objectives clear? Did the group share in them? How did you know?
* How did the trainer give the group a sense of direction?
* Critique instructions the trainer gave to the group.
* How did the trainer reinforce learning?
* What gave unity to the design of the session?

1. **Content…………………………………………………………………………………/ 15 points**

**Trainer should show mastery of all content introduced.** The content should **not** be exactly as provided in the Toolkit but rather **should demonstrate the trainer`s style, personality and local understanding.**

Questions include:

* What was the primary content of this session?
* How was this content made clear?
* What does the trainer do that made you believe that they know the content?
* What did they do that caused you to doubt their knowledge of the content?

1. **Methods…………………………………………………………………………………/ 10 points**

**The module should employ methods that are clearly mastered by the trainer and are appropriate to both the topic and the context.** Questions that should be asked include:

* Which were the most effective? Why?
* Which were the least effective? Why?
* Name three alternative methods the trainer could have used.

1. **Visuals……………………………………………………………………………………/ 10 points**

**Visuals used must be clearly presented and adapted, if necessary, to the local context, and should show clear links to the subject.**

Questions that should be asked include:

* Name all of the visuals used during the session. Which were the most effective? Why? Which were least effective? Why?
* What other visual techniques could have been useful in this session?
* How did the trainer use themselves as a visual aid?
* What message did this convey?

1. **Participation…………………………………………………………………………/ 15 points**

**Trainer must ensure the widest possible participation during two to three sections of this module: Applications and Energizer and, if possible, Review/Wrap-Up. Refer clearly to group competitions, when appropriate.** Questions to ask may include:

* How did the leader affect the group? How aware was the trainer of the effect?
* How did the group respond to the session?
* How many in the group participated? For how long? In what ways?
* How would you describe group behaviour?

1. **Leadership……………………………………………………………………………/ 15 points**

**The trainer should demonstrate command of his audience as a leader but be able to share the spotlight graciously and delegate time/attention to others when it makes sense to do so. They should demonstrate that they are the Master of Ceremonies.**

Questions that are asked include:

* How did the trainer respond to group needs?
* What decisions were made during the session? How?
* How much control did the trainer exhibit? The group?
* What techniques did the trainer use to move the group through the design?
* How would you describe the trainer’s style?

1. **Adult learning………………………………………………………………………/ 10 points**

**Module should be adapted to the skills and knowledge of adult learners of Kalansogoia.** **Even if the ppt remains in English, use local creole or local languages whenever appropriate.**

Questions that should be asked include:

* How did the trainer relate to or draw on the group’s experience?
* How did the trainer relate content to the group’s needs?
* How did the trainer acknowledge the variety of learning styles within the group?
* What did the trainer do to establish a learning climate?

1. **Time………………………………………………………………………………………/10 points**

**The module should stick to the planned time and if necessary, make it clear when reasonable deviations are required.**

Evaluation tasks and questions that should be asked include:

* Keep track of time spent on each major segment of the session.
* Note for how much time the trainer talked or led.
* Describe the pace for each major segment.
* How did the pace feel for you?
* How could the trainer have used the available time better?