

Effective Classroom Training Self-Assessment Cheat Sheet by [deleted] via cheatography.com/2754/cs/15240/

Introduction

Directions: Now that you have had a chance to review some effective classroom training practices, please take a few moments to reflect on your skill strengths and areas that might need improvement. For each of the statements below, please rate your skill level using the following five-point scale: 1 = Poor; 2 = Good; 3 = Fair; 4 = Marginal; 5 = Excellent

Questions		
No. Question		Score
1. Being clear and to the point.		[]
2. Seeming comfortable working with groups.		
3. Maintaining a challenging but comfortable pace for learning		
4. Helping participants build upon each other's ideas.		
5. Keeping class discussions lively with good questions.		
6. Using flipcharts effectively to capture participants' comments.		[]
7. Demonstrating the ability to listen.		
8. Maintaining eye contact with individuals in a group.		[]
9. Maintaining focus and control by effective body positioning.		
10. Managing discussions to bring out key points.		
11. Demonstrating effective use of energy to motivate participants.		
12. Using appropriate language (nonsexist, non-racist).		
13. Speaking in easily understandable language.		
14. Giving well-organized presentations.		
15. Using body language (gestures /osture) & voice modulation to enhance delivery.		
16. Being supportive and helpful to participants.		[]
17. Demonstrating knowledge about the process and content of the course.		[]
18. Dealing effectively with difficult situations.		
19. Helping participants see the relationships among various course activities.		[]
20. Giving positive feedback on the group's progress.		
21. Respecting the experience and perceptions of participants.		[]
22. Stimulating the group to think in depth		[]
23. Giving clear instructions.		[]
24. Explaining the purpose of exercises, as well as the mechanics.		[]
25. Using summaries & previews to provide a context for specific course activities.		[]
	Total	[]



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