

Apprentice Evaluation Form

This form is to be used by you and your lead trainer each time you facilitate a module during your apprenticeship. It is recommended that you and the lead trainer sit down after the session and go through this list. You rate yourself and your lead trainer rates you. Comments may be made by both of you. This form needs to be turned in with your final checklist at your review with a TTT Team Member.

Competency/Skill Evaluated	Self-Evaluation	Lead Trainer Evaluation	Comments: (Areas delivered well; areas in which improvement is desired; areas in which improvement is required)
Room setup was appropriate including placement of visuals, easels, etc.			
Attire was appropriate to the training.			
Manner was confident.			
Speaking style was clear, easily understood, pleasant to hear.			
Preparation was evident to students.			
Displayed interest and excitement in the subject presented.			
Training was delivered according to the presentation plan.			
Current (up-to-date) information was delivered.			
Followed the GSCNC trainer guide.			
Followed course outline (for non-module courses).			
Course handouts followed GSCNC recommendations.			
Displayed proficiency in the subject presented.			

Handled questions and comments appropriately.			
Stayed on topic; did not let one person dominate the session.			
Began and ended on time.			
Used a variety of training techniques.			
Stimulated trainee's participation			
Used visuals to make the training interesting and to get the point across.			
Question and answer time was provided and used.			
Evaluated trainee evaluations with co-trainer.			