



Competency Model Checklist for Trainers or Instructors

A = meets *advanced* competency (advanced tangible results or outputs are visible)

B = meets *basic* competency (tangible results or outputs are visible)

I = *incomplete* (tangible results or outputs are not observed, missing or partially complete)

N = behavior *not* observed (not competent)

Rating	Trainer or Instructor Competency	Basic Results or Output	Advanced Results or Output
	1. Prepares for instruction	Training course announcement Pre-work assignments Room set-up diagram Training equipment materials	Management partnership training course announcement Pre-work assignments Room set-up diagram Training equipment materials
	2. Sets a learning environment	Active participants, completed introductions, posted participant learning objectives.	Active participants, completed introductions, music, course graphic, name tents, materials, ground rules are set, objectives posted
	3. Uses adult learning principles	Active participants	Active participants, different training methods to appeal to different learning styles
	4. Uses lecture	Lecture notes, handout materials, visuals	Large group participation, answers participant questions, models platform techniques
	5. Conducts discussions	Agenda, questions, summary of ideas	Agenda, questions, summary of ideas, group participation
	6. Facilitates activities	Participants complete activities	Participants complete advanced activities, such as case studies, games, and simulations
	7. Conducts demonstrations	Completed product or completed process	Completed product or completed process, skill performance checklist
	8. Uses role play	Role-play observer's critique sheet, skill development	Role-play observer's critique sheet, empathy or skill development

Rating	Trainer or Instructor Competency	Basic Results or Output	Advanced Results or Output
	9. Gives feedback to learners	Negative feedback, learner changes behavior and learner improves	Positive and negative feedback, learner changes behavior and learner improves
	10. Uses audiovisuals	Equipment and media identical to handout materials	Equipment and media that support handout materials
	11. Administers tests and evaluates skill performance	Scored tests and completed skill performance checklists	Scored tests and completed skill performance checklists, timely feedback of test results
	12. Handles problem learners	Problem ignored or problem learner excluded from training	Changed learner behavior
	13. Manages appropriate use of technology	Use of technology	Use of technology
	14. Promotes learning transfer	Transferred learning is used on the job	Transferred learning is used on the job
	15. Conducts learning online	Completed lessons	Completed lessons
	16. Recommends course modifications	Written requests for changes	Written recommendations for changes
% Total of competencies observed			
% Total required for competence			