

Job Aid

Assessment: Effective Classroom Training

The following checklist will help you assess the effectiveness of your classroom training techniques.

Directions: Complete the checklist by checking yes or no next to each item. “No” answers indicate areas where you may need to improve the effectiveness of your classroom training. Record possible solutions and ways to improve your classroom training in the section for comments.

Icebreakers and Energizers

1. Planned icebreakers and introductions for the first day of the course.
2. Prepared energizers for use at appropriate times during the course.

Interactive Presentations

1. Projected voice and periodically changed pitch, tone, and volume.
2. Maintained an appropriate pace.
3. Avoided the use of fillers.
4. Enunciated clearly and distinctly.
5. Used participant names.
6. Used familiar terms and expressions.
7. Used numerous examples.
8. Praised participants.
9. Used appropriate humor.
10. Maintained eye contact.
11. Maintained positive facial expressions.
12. Gestured using hands and arms.
13. Moved about the room with energy.

Questioning Techniques

1. Developed some questions in advance.
2. Designed questions to be brief.
3. Asked questions at varying levels of difficulty.
4. Asked questions of the entire group.
5. Targeted questions to individual participants.
6. Attempted to involve all participants through questioning.
7. Repeated participant responses and questions.
8. Provided positive reinforcement after participant responses.
9. Responded to participant questions.

	Yes	No	Comments

Brainstorming

1. Announced brainstorming rules.
2. Announced the topic or problem.
3. Maintained a written record of ideas and suggestions.
4. Involved the participants and provided positive feedback.
5. Reviewed ideas and suggestions periodically to stimulate additional ideas.
6. Concluded brainstorming by reviewing all suggestions.

Group Discussion

1. Arranged seating to encourage interaction.
2. Stated the topic as part of the introduction.
3. Shifted the conversation from the facilitator to the participants.
4. Entered the discussion only when necessary.
5. Summarized the key points of the discussion periodically.
6. Kept the discussion on topic.
7. Used the contributions of each participant and provided positive feedback.
8. Ensured no one participant dominated the discussion.
9. Concluded the discussion with a summary of the main ideas.

Case Studies

1. Identified a situation, problem, or issue on which participants were to focus.
2. Ensured that the case study represented a real-life situation.
3. Determined whether the case study was to be completed individually or in small groups.
4. Provided questions that encouraged participants to focus on problem presented.
5. Determined whether participants would report results in writing or orally.
6. Highlighted key points on the flipchart.

Role Playing

1. Selected an appropriate situation or problem.
2. Briefed participants on their roles.
3. Briefed participants on background information.
4. Asked observers to record their observations.
5. Gave some insight as to what to look for.

Yes

No

Comments

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Yes **No** **Comments**

6. Handled unexpected situations.
7. Created a set of discussion questions for the follow-up discussion.
8. Engaged all participants in discussion activity.
9. Summarized key points on the flipchart.

Demonstration

1. Planned for the demonstration—analyzed audience and arranged facilities.
2. Kicked off the demonstration with an effective introduction.
3. Asked questions.
4. Explained new terms and stressed safety principles.
5. Walked around.
6. Concluded with an effective summary.
7. Allowed participants time to practice.
8. Coached participants during practice session.

Simulation

1. Determined purpose of simulation.
2. Selected a simulation to match purpose.
3. Established parameters for simulation.
4. Facilitated simulation activity.
5. Engaged participants in feedback process.
6. Summarized key points or steps on the flipchart.

Games

1. Selected a game that was fun and enjoyable.
2. Selected a problem or situation that was related to the learning objectives.
3. Explained rules.
4. Facilitated activity.
5. Engaged participants in follow-up discussion.
6. Summarized key points on the flipchart.