

Checklist for Training with Enthusiasm

Prompt sheet – for use as a non-evaluative framework for 1-1 peer discussion, following a training session.

Trainer _____ Session _____ Feedback _____ Date _____

FOCUS		OBSERVATIONS
P Purpose	PREPARATION: Evident. WELCOMES & ENGAGES using INTRO. INTEREST NEED TITLE RANGE OBJECTIVES	
A Assessment	ASSESSMENT of each block & concludes. TESTS UNDERSTANDING. OPEN QUESTIONS / VERBAL CHECKS. OFFERS FEEDBACK.	
S Structure	OUTLINES STRUCTURE. CONTENT – logical order. PROGRESSIVE BLOCKS. SUMMARISES. SMALL CHUNKS of information.	
S Skills	CLARITY of delivery. CONTROLLED PACE & SPEED. RESPONDS TO QUERIES. POSITIVE ENCOURAGEMENT. NON VERBAL COMMUNICATION.	
I Involvement	ENCOURAGES INVOLVEMENT. RANGE OF TECHNIQUES USED. APPEALS TO MANY SENSES.	
O Options	METHODS TO SUPPORT MESSAGES. MANAGEMENT OF ROOM. DEALING WITH DISTRACTORS.	
N Next Step	CONSOLIDATES LEARNING BLOCKS. REVISITS OBJECTIVES. LOOKS FORWARD & INFORMS. THANKS CONTRIBUTIONS. PROVIDES A CALL TO ACTION.	

directive

1

2

3

4

5

6

7

8

9

10

non-directive