Trainer Observation & Evaluation Form
Owner / Department: HRD - Training & Org. Dev't.

Course Name		Date/s	
Trainer Name		Training Location	
Trainer Emp. No.			

Evaluation Summary

Rating	Rate Level	Overall Percentage

Evaluation Result

Rate & Rate Level Legends:

4.6 to 5.0	Excellent	3.1 to 4.0	Good	0 to 2.0	Poor
4.1 to 4.5	Very Good	2.1 to 3.0	Average		

Evaluation Criteria

Presentation Skills

	N/A	Poor	Average	Good	Very Good	Excellent
● Displays professional physical appearance	☐	☐	☐	☐	☐	☐
● Outlines objectives at the beginning of course/module	☐	☐	☐	☐	☐	☐
● Avoids distracting mannerisms (e.g. unprofessional body movements / position, hand movements, etc.)	☐	☐	☐	☐	☐	☐
● Used handouts, books or reference materials appropriately (whenever applicable)	☐	☐	☐	☐	☐	☐
● Provides clear explanation of topics and activities	☐	☐	☐	☐	☐	☐
● Presents materials/topics in a thorough and orderly manner	☐	☐	☐	☐	☐	☐
● Presents materials/topics in an organized & easy to understand way	☐	☐	☐	☐	☐	☐
● Paces course to cover all topics in objectives (not too slow or during discussions)	☐	☐	☐	☐	☐	☐
● Gives examples to make participants relate to topics	☐	☐	☐	☐	☐	☐
● Reinforces key points during and at the end of the presentation	☐	☐	☐	☐	☐	☐
● Summarizes and reviews key information at the end of each module	☐	☐	☐	☐	☐	☐

Additional Feedback / Comments for Criteria

Communication Skills

	N/A	Poor	Average	Good	Very Good	Excellent
● Communicates information clearly and concisely	☐	☐	☐	☐	☐	☐
● Speaks in a clear and audible voice	☐	☐	☐	☐	☐	☐
● Makes technical and difficult terms understandable	☐	☐	☐	☐	☐	☐
● Uses words that participants understand	☐	☐	☐	☐	☐	☐
● Utilizes proper volume, rate, tone, pitch with voice	☐	☐	☐	☐	☐	☐
● Observes proper use of words, pronunciation and grammar	☐	☐	☐	☐	☐	☐
● Does not use inappropriate, discriminatory, racial words or statement	☐	☐	☐	☐	☐	☐
● Avoids the use of jargon or slang (uncommon or too technical terms)	☐	☐	☐	☐	☐	☐

Additional Feedback / Comments for Criteria

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Class Management

	N/A	Poor	Average	Good	Very Good	Excellent
● Begins and ends class on time	☐	☐	☐	☐	☐	☐
● Greeted participants accordingly and made them feel welcome	☐	☐	☐	☐	☐	☐
● Ensured training environment is conducive to training (availability of A/C, tables, chairs, etc.)	☐	☐	☐	☐	☐	☐
● Cleanliness and orderliness observed at all times	☐	☐	☐	☐	☐	☐
● Ensures all class materials are ready and available for the training (handouts, flipcharts, markers, etc.)	☐	☐	☐	☐	☐	☐
● Provides sufficient time for hands-on experience with equipment (computer, device, system/software, etc. - whenever applicable)	☐	☐	☐	☐	☐	☐
● Gives enough time for activities / exercises (whenever performed)	☐	☐	☐	☐	☐	☐
● Properly controls discussions / questions to be in line with module being discussed	☐	☐	☐	☐	☐	☐
● Allows participants to communicate & voice opinion	☐	☐	☐	☐	☐	☐
● When difference of opinion exists, facilitator shifts to listening mode & let's the participant air their views, empathizes and redirects discussion	☐	☐	☐	☐	☐	☐
● Attempts to build a professional/good relationship with participants	☐	☐	☐	☐	☐	☐
● Treats participants equally and does not show bias (favoritism)	☐	☐	☐	☐	☐	☐
● Creates an atmosphere which encourages rapport and learning	☐	☐	☐	☐	☐	☐

Additional Feedback / Comments for Criteria

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Questioning Skills

	N/A	Poor	Average	Good	Very Good	Excellent
● Asks questions to participants to involve in discussions	☐	☐	☐	☐	☐	☐
● Gave participants time to ask their own questions before moving to a different topic/module	☐	☐	☐	☐	☐	☐
● Asks relevant review questions at appropriate times	☐	☐	☐	☐	☐	☐
● Provides correct and concise answers to participants' questions	☐	☐	☐	☐	☐	☐
● When unable to answer the question, assures participant that an answer will be sought, follows up and gets back to participants within the timeframe of the course	☐	☐	☐	☐	☐	☐
● Regularly tests for knowledge/learning of participants by asking related questions	☐	☐	☐	☐	☐	☐

Additional Feedback / Comments for Criteria

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Observation & Feedback Skills

	N/A	Poor	Average	Good	Very Good	Excellent
● Facilitator monitors the progress of each individual	☐	☐	☐	☐	☐	☐
● Adjusts facilitation style when facilitator observes participant does not understand the discussion	☐	☐	☐	☐	☐	☐
● Provides proper counsel and assistance to participants who are having a hard time understanding the topics	☐	☐	☐	☐	☐	☐
● Involves participants as resources during discussions	☐	☐	☐	☐	☐	☐
● Maintains a balance between facilitator - student participation	☐	☐	☐	☐	☐	☐
● Sustains participants' attention and interest in class	☐	☐	☐	☐	☐	☐
● Checks for understanding by getting frequent feedback from participants	☐	☐	☐	☐	☐	☐

Additional Feedback / Comments for Criteria

Facilitator Areas of Strength

Facilitator Areas of Improvement

Other Comments and Suggestions

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* By completing and signing this form, the undersigned validates the Facilitator/Trainer's competence (if successful), regarding the specific course evaluated.

** Achieving a 'Successful' evaluation result, would also signify the Evaluator's confirmation, that the Training Materials are relevant and updated. Any missing or additional information/details about the course, should be clearly mentioned in the comment boxes.

Evaluator Name		Employee No.	
Position		Department	
Signature			