

# CO PBIS Initiative

## Training Structure Self-Assessment and Feedback Form

2012-13

Trainer: \_\_\_\_\_ Observer: \_\_\_\_\_ Date(s): \_\_\_\_\_

These items help to set the context for understanding participant feedback, but may be outside of a trainer’s control. If a pattern of deficits emerge after multiple trainings, it would indicate an area a trainer needs to problem solve.

	No (0)	Could Be Improved (1)	Yes (2)
Trainer arrived to the training at least 30 minutes prior to the start of training.			
Prior to starting the training, the <b>room</b> was <b>set up</b> to be conducive to the type of training being conducted (i.e. teams, classroom style, individual).			
All necessary electronic and technology <b>equipment</b> was ready to use in time for the training (e.g. LCD, computer, microphone, speakers).			
All materials, tools, and <b>handouts</b> were <b>prepared prior</b> to training start time.			
The training <b>started at the published time.</b>			
Trainer started the training with an appropriate introduction and <b>training objectives.</b>			
Trainer clearly explains the order of the day and/or the <b>agenda</b> and <b>includes times for breaks and lunch.</b>			
Trainer explains <b>housekeeping items:</b> restroom locations, parking lot/bike rack, use of post-it notes/notecards, acknowledgements (if included), fidgets (if included)			
Trainer allows for appropriate <b>participant introductions</b> at the beginning of the session. If this is a very large group, asking participants to raise hand for specified roles (administrator (district/building), general ed teacher, special ed teacher, mental health provider, counselor, classified, parent, community member,). If it’s a small group, each participant can introduce themselves or their team.			
Trainer reviews the <b>expectations for the learning environment:</b> Participate, Be On Time, Information-Sharing, Show Your Best Side.			
Trainer provides participants with a <b>hand signal</b> or means to bring group back together.			
Trainer <b>stays on track</b> as described <b>for breaks and lunch.</b>			
Trainer does not exceed more than <b>1 ½ hours</b> of consecutive presentation before a break or brain break is scheduled.			
Trainer explains and requests the return of <b>evaluation forms</b> prior to ending the session.			
Trainer verifies the completeness and legibility of the <b>sign-in sheet.</b>			
The training <b>ended at the published time</b> , or slightly earlier (no more than 30 minutes).			
Trainer allows for and assists with <b>clean up</b> following session.			
<b>TOTALS...</b> (out of 30 possible)			