

# Assessing your Trainer Skills

## ***Introduction***

The purpose of this questionnaire is to provide an insight into your trainer skills and confidence.

Training success relies on excellent

- 1. Training design***
- 2. Training delivery***
- 3. Management of the training project***

As an individual, your responses to the questions overleaf will help you to pinpoint your areas of strength and priorities for development in each of these 3 areas.

You can also use the questionnaire within your training team to help in

- Allocating projects in line with individuals' strengths
- Co-coaching to support each other's development
- Identifying shared development needs that you can address as a team

## ***How to Use the Questionnaire***

1. Complete the self-assessment questionnaire, rating your skills and confidence on a scale of 1-5.
2. Transfer your scores into the scoring template on page 3.
3. Add up your scores for each of the 3 sections, to see if there are significant differences in the 3 areas.
4. Review your scores against individual items, highlighting your strongest areas (4-5) and your most significant development areas (1-2).
5. Complete the final two sections, using your own words
  - a. The strengths that you can exploit further
  - b. The areas that you most want to improve
6. If you are looking for tips on developing in a particular trainer skill area, or on how you could use an existing skill to even greater effect, then let us know what you'd like by going to <http://www.learningaliving.co.uk/contact.html>. Alternatively, email your completed questionnaire to [info@learningaliving.co.uk](mailto:info@learningaliving.co.uk) for feedback and suggestions.

## Step 1 – Self-Assessment

Use the following scale in answering each of the questions

Strongly Disagree	Disagree	Neither agree nor disagree	Agree	Strongly Agree
1	2	3	4	5

1.	I design training programmes to accommodate different learning styles	
2.	I enjoy designing training programmes	
3.	I know how to use different media (flipcharts; videos; OHPs, Music etc) in the training room	
4.	I know how to be flexible in training – when to stick to the script and when to deviate	
5.	I have a good understanding of adult learning theory	
6.	I understand my own training style and can adapt it for different situations and participants	
7.	I am skilled in managing external consultants / contractors / suppliers	
8.	I am good at organising and managing resources for training courses e.g. people, budget, equipment	
9.	I know how to plan for a training course to ensure its smooth running	
10.	I have a variety of energisers/ice breakers that I can use	
11.	I am skilled at providing delegates with honest and constructive feedback as part of the learning activity.	
12.	I feel confident that I can design good group exercises	
13.	I am successful at gaining senior management buy-in to training courses	
14.	I feel comfortable introducing and debriefing practical training activities	
15.	I know how to identify and mitigate risks when implementing training programmes	
16.	The programmes I design are easy for others to deliver, if necessary	
17.	I deal confidently with difficult participants	
18.	I know how to achieve a very low drop-out rate from training programmes	
19.	I know how to rigorously evaluate the effectiveness of training courses	
20.	I am good at getting delegates to participate and engage in sessions	
21.	I am confident in the clarity and impact of my communications to key training stakeholders	
22.	I always start training design by specifying clear learning outcomes	
23.	I know how to design high-impact opening and closing sessions	
24.	I feel comfortable training both large groups and small groups	
25.	I enjoy managing training programmes	
26.	I run engaging and lively remote training sessions (e.g. webinars, teleclasses)	
27.	I find it easy to attract the right participants to training programmes	
28.	I am good at putting together clear and realistic training timetables	
29.	I know what sort of exercises will best help trainees learn and apply different types of knowledge or skill	
30.	I am skilled at designing training sessions suitable for remote delivery (e.g. via teleclass or webinar)	

## Step 2 – Scoring the Questionnaire

Item No.	Score	Item No.	Score	Item No.	Score
1		3		7	
2		4		8	
5		6		9	
12		10		13	
16		11		15	
22		14		18	
23		17		19	
28		20		21	
29		24		25	
30		26		27	
<b>Total for Design</b>		<b>Total for Delivery</b>		<b>Total for Management</b>	

## Step 3 – Identifying Further Development

<b>My strongest areas, which I could make even better use of:</b>		
1.	2.	3.
<b>My weaker areas that I really want to do something about</b>		
1.	2.	3.