# Powerful Questions That Help You Evaluate Your Training Performance

***Instructions:***

Use this self-evaluation questionnaire to assess your performance after each course delivery, whether it is face-to-face or online. See the [**article**](https://www.skillsconverged.com/FreeTrainingMaterials/tabid/258/articleType/ArticleView/articleId/2206/Powerful-Questions-That-Help-You-Evaluate-Your-Training-Performance.aspx) for more details on how to approach your own training performance appraisal.

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| ***Course Details*** | |
| Course title |  |
| Venue |  |
| Date |  |
| Time |  |

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| ***Course Delivery*** |
| ***Questions*** |
| Did I meet learners’ needs? |
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| To what extent learners were engaged? |
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| Did I spend enough time to understand learners’ needs? |
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| Was the course at the right level for most learners? |
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| Was the course delivered at the right pace for most learners? |
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| How can I make the course even easier for learners to understand? |
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| Did I meet my personal objective for the course such as teaching them key ‘eureka concepts’? |
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| How many learners were comfortably following along throughout the course? |
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| Were there any areas were learners felt rushed? |
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| Were there any areas were learners felt I lingered on a topic for too long? |
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| Which areas were more difficult to grasp for the majority of the learners? |
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| Do I have to change the way I grouped learners for various activities and discussions? Should I use [clock buddies](https://www.skillsconverged.com/TraintheTrainer/ClockBuddies.aspx)? |
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| Can I teach any content faster while still maximising knowledge retention? |
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| Was I able to engage everyone throughout the course, including those who are shy? |
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| If I had the chance to re-train the same group of learners on the same subject, what would I do differently? |
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| ***Trainer Performance*** |
| ***Questions*** |
| Did I have to repeat content because learners could not understand, perhaps because I didn’t express it clearly? |
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| Was my body language, verbal expression and voice effective and non-distracting? |
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| Did I establish rapport and get learners to like me? |
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| What can you do to make learners like me more? |
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| How was my performance when greeting learners at the start of the course? |
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| Did I manage to make learners feel more comfortable and welcome at the start? |
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| How would I rate my course introductory performance from the moment they arrived to the end of first break? What do I need to improve on? |
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| Did I entertain learners enough to make them feel they are attending a great course? |
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| Did I handle disruptions well? |
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| Did I give enough personal attention to learners when they needed extra help? |
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| Did I handle difficult situations well, such as *dominating learners*, *off-topic discussions* or when I was *challenged*? |
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| Did I have any technical issues that could be avoided with more preparation next time? |
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| What questions did learners ask that I did not know the answer to? Were they in-scope? Am I supposed to know them? |
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| Is there any way I can still improve my performance and training delivery? |
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| ***Course Design*** |
| ***Questions*** |
| Do I have to change any of the sessions and topics covered, remove or add new content? |
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| How effective were the exercises and do I need to change or introduce new ones to make it easier to practice? |
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| Do I need to change the allocated time for some exercises? |
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| Do I have to change the order of materials presented to make it clearer or avoid potential confusion? |
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| Are there any mistakes in any of the handouts, workbook, slides or online content that need to be corrected? |
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| How can I make the content still easier to understand? |
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| What changes do I need to make to improve visual content such as slides, videos, webpages, illustrations, etc.? |
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| In face-to-face courses, can I explain a topic more effectively by writing or drawing on a whiteboard / flipchart? |
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| What technologies or devices can I use to improve training delivery and long-term retention? |
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| What props can I bring to a face-to-face course or show on video to make content easier to understand? |
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| Should I change the training environment to make learning more immersive and efficient? |
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| What do I need to change in the training environment to reduce potential distractions? |
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| Were there any new areas that learners wanted to know more about? |
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| What areas are trending that I must consider to include them in future courses? |
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| What changes do I have to make to recap and benchmarking questions to make them more effective? |
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| Do I need to make changes to the way learners are assessed? |
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| Were there areas that many learners were not interested in? Are these areas important for them or should I drop them? |
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| Do I have to add anything to the *Reserved Question Pool* or optional content? |
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| What do I need to change for delivery and design based on the formal or informal feedback received from the learners? |
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