



## TRAINER OBSERVATION - NOTES TO THE OBSERVER

Thank you for agreeing to take part in a BC Trainer Observation. The intent of the observation is to provide an opportunity for an objective observation that will assist the trainer in developing the best presentation skills possible.

The ATA will provide you with the details (date, time, location and topic) of the training you are to observe, as well as the contact information for the trainer. Please contact the trainer and confirm your attendance at the training. It is suggested that you meet or contact the trainer before the observation to get acquainted and discuss the observation. Please allow about one hour following the observation to discuss the observation and to assist the trainer to complete the *Trainer Observation Form (TR.6)*.

The *Trainer Observation Rubric (BCTD11)* was developed to provide standardized observation criteria for trainers in BC. All of the skills identified in the form contribute to the personal development of a trainer. There is no tabulation of the results or requirement to be at a certain level. The rubric may be used as a guideline for providing input and feedback when completing the *Trainer Observation Form (TR.6)*. The completion of the Trainer Observation Form will assist the observer and the trainer to identify areas of strength and areas for growth: establish future challenges and goals; and provide feedback to the Provincial Training Committee to assist in the further development of trainers in BC.

Each of the topics listed on the rubric is followed by four comment/criteria boxes. All of the comments in one box may not be applicable. You may find that a portion of a comment in one box applies with a portion in a separate box. The use of a highlighter or circling to mark the applicable comments may be helpful. If a topic or section is not applicable to the session being observed please do not feel you must make it fit.

Please complete the *Trainer Observation Form (TR.6)* as fully as possible. Additional notes describing a specific behaviour and the potential change will help to provide a more useful and complete record. Where possible, please include suggestions for resources or other organizations that the trainer may wish to access. Please include comments on the overall design of the session, including the use of objectives, a needs assessment, the room set-up, and other factors that contribute to a successful training.

The interpretation or connotation of a word can become subjective. If necessary, clarify your interpretation of the words used in the form with the trainer; a dictionary may help to provide a common understanding.

Please keep in mind that the word “presentation” has been used throughout the form to imply any trainings, workshops, or presentations a Guider may be requested to present.

Please ensure that the *Trainer Observation Form (TR.6)* is completed, reviewed with the trainer, signed by both the trainer and the observer, and submitted to the Provincial Training Committee, with a copy to the ATA, in a timely manner following the training.

Thank you for sharing your time and skills with Guiding.