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 for feedback and suggestions.
### Step 1 – Self-Assessment

Use the following scale in answering each of the questions:

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<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neither agree nor disagree</th>
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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**

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**Total for Design** | **Total for Delivery** | **Total for Management**

**Step 3 – Identifying Further Development**

My strongest areas, which I could make even better use of:

1. 
2. 
3. 

My weaker areas that I really want to do something about

1. 
2. 
3.