Departmental Trainer Self Evaluation Form

PLS DELETE BEFORE PRINTING: this form is to be used every session for your first 10 sessions delivered. Then, in sessions over 40 mins or at the end of a 'training program' which may consist of several shorter sessions

TRAINERS NAME _____

SESSION TITLE _____

1 = Needs great improvement; I really need to work on this a lot
2 = Needs improvement; I need to find ways to make this better
3 = Satisfactory
4 = I did this quite well!
5 – I did this very well and am happy with my performance

	1	2	3	4	5
Adult Learning Principles:					
• Showed respect for adult learners					
• Linked to practical need					
• Encouraged participation					
Body language:					
• Open and confident posture					
• Smiling whenever possible/appropriate					
• Pleasant and relaxed facial expression					
• Appropriate eye contact					
Speech:					
• Warm and friendly tone					
• Inflection					
• Volume					
Energy: showed enthusiasm for the topic					
Timing: session lasted between 13 and 15 minutes					
Was well prepared:					
• Complete and well written Session Plan					
• Handout for participants					

PERFORMANCE . PASSION . ATTITUDE . EMPOWERMENT . PROFESSIONALISM

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	1	2	3	4	5
Practiced session before delivery					
Professional representative of Kempinski Hotels					
• Role modeled appropriate grooming					
• Avoided inappropriate comments					
Attention:					
• Warmly welcomes trainees and made them feel comfortable					
• Stated the Standard					
• Gained trainees interest					
• Showed the value of attending this training					
Breakdown					
• Stated each step and explained what to do					
• Asked questions to help participants learn					
• Showed steps in a logical process					
Check					
• Asked questions to check understanding					
• Responded to incorrect answers respectfully					
Do					
• Allowed the participants to practice the task					
• Gave encouraging feedback					
• Linked to next session					
• Gave friendly wrap-up					

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What I did well:

_____

_____

_____

_____

What I can improve on next time:

_____

_____

_____

_____

What I enjoyed most about this session:

_____

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