

# Internal Instructor Scorecard

**Red: Does not exist**

**Yellow: Started, need to improve**

**Green: Well done**

**NA: Does not apply**

## Instructional Methods

Characteristics	Red	Yellow	Green	N/A
Instructor understands the importance of and applies learning, application, and impact objectives when appropriate.				
Instructor understands how training curricula is designed and how to use lesson plans.				
Instructor understands the importance of the department's subject matter expert (SME) contribution and how working with SMEs to modify content to fit training goals, department goals, types of jobs, etc. is critical to the success of the class.				
Instructor understands the importance of using a comprehensive training evaluation approach, including all five levels of evaluation (as appropriate) to improve course content and delivery and to ensure continuation of the program.				

## Books

- Making Learning Stick.
- ASTD's Ultimate Train the Trainer: A Complete Guide to Training Success.
- Tailored Learning: Designing the Blend that Fits.
- Course Design Made Easy.
- Course Design & Development.
- Lesson Design and Development.
- Developing and Adminstrating Training: A Practical Approach.
- Understanding and Facilitating Adult Learning: A Comprehensive Analysis of Principles and Effective Practices.
- Adults as Learners: Increasing Participation and Facilitating Learning.
- Learning in Adulthood: A Comprehensive Guide.
- Train-the-Trainer Series - 7 Lessons.
- Adults as Learners: Increasing Participation and Facilitating Learning.
- Organizing Effective Training: How to Plan and Run Successful Courses and Seminars.
- Delivering Effective Training Sessions. Techniques for Productivity.
- Instructional Design & Implementation: The Tools for Creating Training Program Curriculum.
- The Training Design Manual: The Complete Practical Guide to Creating Effective and Successful Training Programmes.

# Internal Instructor Scorecard

- Training Design Basics

## DVD/VHS

- Facilitating Adult Learning
- Train-the-Trainer Series - 7 Lessons
- Smart Training Vol 2: Designs in Small
- Adult Learning Principles - Seven Dimensions
- 10-point checklist for Delivering Training - Seven Dimensions
- Designing and Delivering Training - Seven Dimensions
- Developing a Training Plan - Seven Dimensions

## Web resource

ASTD - Instructional Design

## Delivery Skills

Characteristics	Red	Yellow	Green	N/A
Instructor has and maintains the education, experience, and technical qualifications needed to teach the subject area.				
Instructor possesses effective presentation skills and abilities.				
Instructor has knowledge of adult learning principles and is able to incorporate these into the course content.				
Instructor effectively uses a variety of instructional materials, methods, and media as appropriate for the topic and to engage the audience.				
Instructor demonstrates a positive, professional attitude and behavior at all times in the learning environment.				
Instructor employs effective classroom management strategies when handling challenging participants.				
Instructor manages time effectively, controls distractions and maintains an appropriate learning pace.				
Instructor elicits feedback where appropriate, involves all learners, and responds to participant questions in a timely and effective manner.				
Instructor integrates practical application of material in the learning environment whenever possible.				
Instructor stays current on content and delivery methods.				

# Internal Instructor Scorecard

## Books

- Understanding and Facilitating Adult Learning: A Comprehensive Analysis of Principles and Effective Practices
- Facilitation Skills
- 10 Steps to Successful Facilitation
- Facilitation at a Glance!: A Pocket Guide of Tools and Techniques for Effective Meeting Facilitation
- Tips and Tools: Group Facilitation Techniques for Everyone
- Facilitation Skills Training
- ATSD's: Presentation Skills Training
- How to Be an Effective Trainer: Skills for Managers and New Trainers
- Creative Training Techniques Handbook: Tips, Tactics, and How-To's for Delivering Effective Training
- The Trainer's Handbook: The AMA Guide to Effective Training
- Training From The BACK Of The Room!: 65 Ways to Step Aside and Let Them Learn
- Managing to Excel Participant Book - Giving Clear Information
- Managing to Excel - Time Management & Prioritizing

## DVD/VHS

- Common Facilitation Mistakes-SevenDimensions
- Facilitation Skills-SevenDimensions
- Presentations without Fear-SevenDimensions
- Presenting to a Group-SevenDimensions
- Conveying Information-SevenDimensions

## Web resource

- Trainer Active Website: (<http://www.fenman.co.uk/traineractive/>)
- Presentations: How good are you now?
- Presentation Skills-Managing Fear
- Breathe!
- Voiceworks
- Understanding your Audience

# Internal Instructor Scorecard

## Department Link

Characteristics	Red	Yellow	Green	N/A
Instructor links training to department strategic plans and goals.				
Instructor understands their role in workforce development and succession planning and links training to those efforts.				
Instructor is aware of and has current knowledge of department dynamics, e.g. morale, personnel challenges.				
Instructor creates and maintains credibility with department management and employees				

## Instructor Evaluation

Characteristics	Red	Yellow	Green	N/A
Instructor is aware of and adheres to the instructor evaluation process.				
Instructor utilizes available resources to maintain, improve, and update their knowledge and skills based on the results of instructor evaluations.				

## Course Evaluation

Characteristics	Red	Yellow	Green	N/A
Instructor ensures evaluation Levels 1 and 2 are included in courses as appropriate.				

## Interesting links:

- Characteristics of effective training (<http://www.joe.org/joe/2003april/a5.php>)
- Criteria of effective teaching (<http://www.sde.state.ok.us/Teacher/ResidentTeach/criteria.html> )
- What is effective training (<http://www.ihrnetwork.org/files/7.%20What%20is%20Effective%20Training.PDF>)