

Tool 20-1. Master Trainer Self-Assessment

To develop your skills at the advanced level of a master trainer or facilitator, assess your use of the 25 competencies and identify which behaviors you already exhibit on a regular basis. Select two or three areas for improvement and look for opportunities to grow and develop your level of competence by using the additional behaviors suggested after each competency.

Competency	Needs substantial development	Needs some development	Needs little or no development
Prepare for instruction			
Set the learning environment			
Use adult learning principles			
Use lectures effectively			
Conduct discussions			
Facilitate exercises			
Conduct demonstrations			
Conduct role plays			
Provide feedback			
Use audiovisuals			
Administer tests and evaluate skills			
Handle problem learners			
Use technology to deliver training			
Promote learning transfer			
Conduct online learning			
Recommend course changes			
Plan meetings			
Set a productive climate for discussions			
Orient meetings toward outcomes			
Enable group communication			
Encourage creative problem solving			
Encourage participation			
Foster self-discovery			
Enable decision making			
Select team leaders			

Source: Jean Barbazette (Pfeiffer, 2005). *The Trainer's Journey to Competence*. John Wiley & Sons, © 2005. Used with permission.