

## Appendix: End of Course Evaluation—Team Training

*This appendix provides guidance on how to effectively utilize Team Training to teach courses.*

### Team Review

As a trainer, few things can be simultaneously frustrating and enriching as Team Training. Team Training can be co-teaching a class (simultaneously), individually instructing throughout the class, or filling in for a partner or as a guest lecturer as needed. Each trainer has their own delivery style, “favorite topic,” or way of establishing connection with a group. However, team training can give everyone an opportunity to learn from each other as long as boundaries are established and everyone agrees to an “open minds” approach. No matter who the Trainer is for a class or class section, it is important that all trainers are on the same page with the materials and learning objectives. The goal should be to avoid a participant saying “Take this class from Suzy Safety, she knows her “stuff.” Or alternatively, “Avoid any class from Hal Hazard, because he is usually not prepared.”

### Suggestion

*We, as Trainers, need to get rid of the “I” message and use “We” messages instead, which demonstrates a cohesive group of Trainers.*

### Reviewing the Materials

When the classes are being presented, no matter who the Trainer is:

1. Make notes on any of the information that is not current and share with the Team. Determine responsibility for who (and by when) will update class materials.

2. Review exercises, activities and handouts together and share ideas and troubleshoot any difficulties. If you as a Team share ways to improve the materials, resources, and activities, it not only saves you time, it gives each Team member an opportunity to learn new techniques and ways to enhance training.
3. Make sure all Trainers on a team are using the same evaluations, tests, and reference materials.
4. Develop a shared checklist for what is to be included in the course. **OSHA Outreach Training Program Requirements (2019), page 8, Class Style (a)** requires Outreach Classes to include workshops, case studies, exercises, and demonstrations that give participants the opportunity to interact with their classmates. Additionally, Outreach Trainers are required to provide participants with reference materials highlighting the key training points (**OSHA Outreach Training Program Requirements (2019), page 12, Students Materials**). Both of these requirements take time to gather, so networking with other OSHA Authorized Trainers is an opportunity to share information with others in the same position.

*Determine who will be the Primary Outreach Trainer for a particular 10- or 30-hour class. Only one trainer will have responsibility for entering the student course report and issuing student cards.*