

Self-Evaluation Checklist

This Coaching Tip highlights the importance of trainer self-reflection after a class.

Sometimes we can be our own worst critics, and sometimes we can have blindspots when it comes to our abilities. We can either be over-confident or lacking in command of a group, and occasionally performing a “self-check” on what went well or what was difficult can help strengthen your abilities as a trainer for future classes.

When you took the OSHA 500 or OSHA 501 trainer class, you completed a presentation and received a score on a variety of different components. These are the same types of components that would be reviewed during an Observational Audit of you during a 10- or 30-hour Outreach class, as noted in the Outreach Training Requirements document.

These feedback components included:

- How well did you engage your class in your opening?
- How knowledgeable were you on the topics you presented?
- How did you assess student understanding?

These are a good set of starter observations and questions you can ask yourself (or have another trainer or trusted associate provide you feedback), there may be other questions that you could also ask yourself.



SMART =

Specific, Measurable, Achievable, Relevant, and Time-Bound

- What professional development have I had recently that will contribute to my classes?
- Have I set goals for myself as a trainer? Are they SMART goals (Specific, Measurable, Achievable, Relevant, and Time-Bound)?
- What is the most difficult or challenging thing about training and do I have the resources needed to address it?
- What do I enjoy most about training? Do I have the resources needed to capitalize on that passion?
- Do I know my strengths and weaknesses?
- Do activities go as I envision them in my mind? Are there ways I can improve participation?
- Did I use any technology in class and was it successful or were there difficulties?
- Were the difficulties with the environment, the instructor, students, or a combination?



How can I plan ahead for future classes to avoid these difficulties?

Reference Evaluation Criteria

Source: Peer Critique Form, OSHA 500/501 Courses

OPENING	Low → High			COMMENTS (requested for Ratings of 1)
Gained attention	1	2	3	
Presented objectives clearly	1	2	3	
Related value of topic to the student ("WIIFM" – what's in it for me?)	1	2	3	
CONTENT	Low → High			COMMENTS (requested for Ratings of 1)
Presented main points effectively	1	2	3	
Applied active training strategies	1	2	3	
Altered presentation format	1	2	3	
Elicited audience participation	1	2	3	
CLOSING	Low → High			COMMENTS (requested for Ratings of 1)
Recapped main points	1	2	3	
Assessed audience knowledge/skills	1	2	3	
Provided "Back on the job" tips	1	2	3	
PRESENTER				
DELIVERY SKILLS	Low → High			COMMENTS (requested for Ratings of 1)
Expressed enthusiasm	1	2	3	
Provided positive feedback	1	2	3	
Maintained regular eye contact	1	2	3	
Spoke clearly	1	2	3	
Used notes effectively (minimally)	1	2	3	
Used visual aids effectively	1	2	3	
References to OSHA were positive	1	2	3	
Respected audience diversity	1	2	3	
Kept presentation within time limit	1	2	3	
Delivered effective presentation	1	2	3	
TOPIC KNOWLEDGE	Low → High			COMMENTS (requested for Ratings of 1)
Displayed topic knowledge <i>Such as, when applicable, the presenter clearly:</i> <ul style="list-style-type: none"> ▪ Explained common hazards associated with topic ▪ Explained how workers can protect themselves from the associated hazards ▪ Explained the employer requirements to protect workers from the associated hazards 	1	2	3	
Presented technically accurate content	1	2	3	
Defined unfamiliar technical terms	1	2	3	
Accurately answered audience questions	1	2	3	
Kept presentation on track/in logical order	1	2	3	



Sample Evaluation Form (for Students)

Sample Questions

Soliciting feedback from your class participants is also important! There are many ways to conduct post-course evaluations, but often giving student participants a 5-point scale with clearly defined questions they can answer anonymously can get you certain information about how to improve or modify for next time.

Course	Stongly Disagree 1	2	3	4	Strongly Agree 5
The following sample questions address the course specifically:					
The course objectives were clearly explained.					
The course met the objectives.					
The learning environment was favorable.					
Course materials were well organized and easy to understand.					
Course materials were up-to-date and included current examples.					
This class will help me to do my job better.					
I would recommend this course to others in my field.					
Instructor	Stongly Disagree 1	2	3	4	Strongly Agree 5
The following sample questions address the instructor specifically:					
The instructor demonstrated they knew the subject.					
The instructor provided useful, real world examples.					
The instructor involved participants in activities and discussions.					
The instructor presented information in a clear, understandable manner.					
I felt like I could ask questions.					
The instructor kept the class on track.					

