

Interagency Aviation Training (IAT) Instructor Evaluation

INSTRUCTOR NAME: _____ **AGENCY:** _____

Course Evaluated: Initial Certification Recertification or Additional Course

1. Pre-course Preparation

A. Creates an Environment Conducive to Learning

Class is posted on IAT web site. Selection of training facility is appropriate to accommodate class size and training objectives. Were instructions regarding pre-course work clear to participants?

Comments:

Poor 1 2 3 4 5 Excellent

Course materials are available for all participants. Currency requirements are explained if applicable. Logistics are covered (breaks, exits, phones, etc.).

Comments:

Poor 1 2 3 4 5 Excellent

B. Associate Objectives to Organization and Participant Needs

Researches content to address potential points of confusion or resistance.

Comments:

Poor 1 2 3 4 5 Excellent

Modifies materials as needed to meet specific needs of organization, participant or situation without compromising original course design.

Comments:

Poor 1 2 3 4 5 Excellent

2. Course Delivery

A. Selects Delivery Methods

Adapts delivery methods to meet a variety of learning styles. Engages participants through multiple delivery techniques as appropriate to the material, participants and situation.

Comments:

Poor 1 2 3 4 5 Excellent

Identifies and implements learning activities that are relevant to the course objectives.

Comments:

Poor 1 2 3 4 5 Excellent

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B. Uses Instructional Media

Uses a variety of media to support objectives and enhances or modifies media as appropriate to meet participant needs.

Poor 1 2 3 4 5 Excellent

Comments:

Makes effective use of personal experiences and helpful examples to facilitate the learning environment.

Poor 1 2 3 4 5 Excellent

Comments:

3. Credibility and Communications

A. Demonstrates Professional Conduct and Expertise

Demonstrates thorough knowledge of course content by accurately answering questions asked by participants.

Poor 1 2 3 4 5 Excellent

Comments:

Clearly states course objectives and actively engages each student in the accomplishment of each.

Poor 1 2 3 4 5 Excellent

Comments:

Provides and elicits feedback from participants for examples of how the knowledge and skills will transfer to their workplace.

Poor 1 2 3 4 5 Excellent

Comments:

B. Uses Communication and Presentation Skills to Facilitate Learning

Ensures verbal and non-verbal communication is free of bias.
Employs purposeful body language to enhance learning.
Minimizes distracting trainer behaviors (ex: shaking change in pocket, playing with pen, etc.).

Poor 1 2 3 4 5 Excellent

Comments:

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4. Group Facilitation

A. Creates a Participant-Centered Environment

Communicates participant performance objectives as indicated by course design. Obtains input about participant personal objectives and expectations. Reconciles any discrepancies between course objectives and participant expectations.

Poor 1 2 3 4 5 **Excellent**

Comments:

Manages pace of the course and activities based on participant needs while ensuring the objectives are being met.

Poor 1 2 3 4 5 **Excellent**

Comments:

Handles any participant disruptions as discreetly as possible.

Poor 1 2 3 4 5 **Excellent**

Comments:

Gives clear instructions for each exercise and actively participates in discussions with students to enhance learning.

Poor 1 2 3 4 5 **Excellent**

Comments:

Uses a variety of questions to challenge participants and encourage class discussion. Gives adequate time for participants to answer.

Poor 1 2 3 4 5 **Excellent**

Comments:

B. Addresses Participant Needs for Additional Explanation and Encouragement

Responds to individual needs for clarification of content and feedback. Monitors class progress and asks questions to determine effectiveness.

Poor 1 2 3 4 5 **Excellent**

Comments:

C. Motivate and Reinforce Participants

Encourages and matches participant achievement to individual and organizational needs and goals. Uses a variety of reinforcement techniques during training.

Poor 1 2 3 4 5 **Excellent**

Comments:

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5. Evaluate the Training Effort

A. Evaluate Participant Performance

Summarizes course content and suggests additional training or resources to reinforce learning objectives. Compares participant achievements with learning objectives.

Poor 1 2 3 4 5 Excellent

Comments:

B. Evaluate Trainer Performance

Evaluates the success of course design including modifications made during delivery. Critique's their preparation for and delivery of content. Evaluates the effectiveness of training to meet course objectives.

Poor 1 2 3 4 5 Excellent

Comments:

6. Post Course Administrative Requirements

Completes class roster and adds new student profiles as necessary.

Poor 1 2 3 4 5 Excellent

Comments:

Collects completed student course evaluations (A-111's) and submits via fax or hardcopy mail to OAS-TD within 7 business days.

Poor 1 2 3 4 5 Excellent

Comments

The statement below indicates the overall results of the performance of the trainer during the presentation.

I **RECOMMEND** this instructor be certified to teach the aviation training modules evaluated.

I **DO NOT RECOMMEND** this instructor be certified to teach the aviation training modules evaluated.

Additional Comments:

Evaluator Name: _____

Agency: _____

Evaluator Signature: _____

Date: _____