

Local Training Evaluation Tools

TRAINER EVALUATION – TRAINER EVALUATION – TRAINER EVALUATION

HIV COUNSELING, TESTING, AND REFERRAL: TRAINER EVALUATION

This tool is designed to assist supervisors in evaluating training skills of designated trainers for HIV prevention counseling. It reflects values and standards from CDC guidelines for HIV Prevention Counseling, Testing, and Referral and should be used to coach and support skill development for staff.

1 = Little knowledge, poor attitude, lacks skill	<p><u>Knowledge</u> – Understands client-centered HIV counseling and testing and is knowledgeable about HIV/STD transmission and testing.</p> <p><u>Attitude</u> – Verbalizes and demonstrates enthusiasm for client-centered counseling process.</p> <p><u>Skill</u> – Exhibits the behavioral elements of the given skill in the training setting.</p>
2 = Appropriate knowledge and attitude, lacks skill	
3 = Appropriate knowledge, attitude, and skill	
4 = Consistently uses skill	

COMMUNICATION SKILLS	1	2	3	4	COMMENTS
<p>1. Is approachable <i>Able to engage audience and facilitate questions and participation. Is pleasant; uses humor effectively.</i></p>					
<p>2. Uses open-ended questioning to facilitate audience participation <i>Uses what, who, how, when, polite imperatives, positive why, Nth degree.</i></p>					
<p>3. Is tactful <i>Acknowledges contrary viewpoints; avoids confrontation and minimizes confusion.</i></p>					
<p>4. Presentation style <i>Makes eye contact with participants; appears poised in front of the group; moves appropriately around the room.</i></p>					
<p>4. Articulation <i>Enunciates and projects voice clearly; is grammatically correct.</i></p>					
FACILITATION SKILLS					
<p>1. Customer-focused <i>Is flexible with the materials, schedule and participants; can read the audience and strives to meet needs.</i></p>					
<p>2. Effective listening <i>Acknowledges participant comments and questions verbally and nonverbally.</i></p>					
<p>3. Nonjudgmental <i>Demonstrates respect for all viewpoints; does not take sides or make evaluative statements in disagreements.</i></p>					
<p>4. Time management <i>Can multi-task with ease; stays on task.</i></p>					
<p>5. Feedback <i>Gives positive feedback to participants; gives corrective feedback in a supportive manner.</i></p>					
<p>6. Co-facilitation <i>Observes group when not presenting; is attentive and assists co-facilitator.</i></p>					

PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK

TRAINING CONTENT	1	2	3	4	
1. Appropriate introduction <i>Introduces self and facilitates introduction of others. Clearly states purpose, goals, and objectives for training session.</i>					
2. Demonstrates preparation for training materials <i>Has prepared activities, training materials, and training manual correctly and in advance.</i>					
1. Factual accuracy <i>Shares correct information; appropriately refers to or utilizes resources when does not know answers. Is not afraid to say "I don't know."</i>					
4. Follows directions <i>Follows written directions for the activity in each module; covers all major sections including opening and summary/closing.</i>					
5. Uses supportive materials <i>Uses appropriate transparencies, handouts, newsprint, etc. to reinforce learning.</i>					
6. Counseling and testing objectives <i>Meets the objectives established in each training module.</i>					
7. Client-centered counseling <i>Articulates and demonstrates the eight steps of the client-centered counseling model.</i>					
8. Group interactions <i>Is able to gain participation in role-play activities; gets group feedback and input on activities.</i>					
EVALUATION	YES		NO		
1. Uses appropriate tools to get participant feedback regarding the training.					
2. Uses appropriate tool to provide feedback to participants on strengths and needs.					

Comments:

Recommendation/Plan:

EVALUATOR: _____ **DATE:** _____

SCORING

Total the points for "skills" and "content". Allow 1 point for each "yes" in evaluation category. A score of 62 points or better is indicative of desirable training skills. A score of less than 55 points indicates a need for retraining and performance coaching.

PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK

HIV COUNSELING, TESTING, AND REFERRAL: PARTICIPANT FEEDBACK

1=Strongly agree 2=Agree 3=Disagree 4=Strongly disagree 5=no opinion

A. I UNDERSTAND:

	1	2	3	4	5
1. The importance client-centered counseling.					
2. The goals of client-centered counseling.					
3. The importance of helping the client identify his/her personal risk behaviors and circumstances.					
4. The importance of helping the client negotiate a realistic and incremental plan for safer goal behaviors.					
5. The importance of open-ended questioning.					
6. The importance of recognizing and addressing the role of client feelings in encounters.					
The importance of empowering clients with options rather than Directives for reducing risk.					
7. The benefits of giving information simply.					
The value of active referrals and support as a step in prevention counseling.					
8. The advantages of summarizing and closing a session with the client to assure mutual understanding of risks identified and plan for reducing risks .					

B. I CAN APPLY THESE SKILLS IN MY ENCOUNTERS WITH MY CLIENTS:

	1	2	3	4	5
1. Help the client identify his/her personal risk behaviors and circumstances.					
2. Help the client negotiate a realistic and incremental plan for safer goal behaviors.					
3. Open-ended questioning.					
4. Recognize and address the role of client feelings in encounters.					
5. Empower clients with options rather than directives for reducing risk.					
6. Give information simply.					
7. Provide active referrals and support as a step in prevention counseling when needed.					
8. Summarize and close a session with the client to assure mutual understanding of risks identified and plan for reducing risks .					
9. The value of active referrals and support as a step in prevention counseling.					
10. The advantages of summarizing and closing a session with the client to assure mutual understanding of risks identified and plan for reducing risks.					

PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK – PARTICIPANT FEEDBACK

LOCAL HIV CTR TRAINING PARTICIPANT FEEDBACK, cont.

C. I WILL APPLY THESE SKILLS IN MY ENCOUNTERS WITH MY CLIENTS:

	1	2	3	4	5
1. Help the client identify his/her personal risk behaviors and circumstances.					
2. Help the client negotiate a realistic and incremental plan for safer goal behaviors.					
3. Open-ended questioning.					
4. Recognize and address the role of client feelings in encounters.					
5. Empower clients with options rather than directives for reducing risk.					
6. Give information simply.					
7. Provide active referrals and support as a step in prevention counseling when needed.					
8. Summarize and close a session with the client to assure mutual understanding of risks identified and plan for reducing risks .					

D. THE INSTRUCTORS WERE:

	1	2	3	4	5
1. Knowledgeable					
2. Respectful and considerate					
3. Professional					

The most important things learned in this training:

The least useful parts of the training:

Comments/Suggestions:
