

Shadowing a Trainer Form (by a Volunteer Wishing to Become a Trainer)

Guidance Notes for those carrying out the observation

The purpose of this form is to help you make an informed decision about becoming a trainer. This is why you are asked to shadow a qualified trainer while s/he is planning, delivering and evaluating training. You should discuss these aspects of the training with the Trainer.

The aim of this form is to provide details of the discussions that you have with the trainer - showing that you have engaged with the sections below. Therefore, there needs to be details of the discussions you had with the Trainer you were observing.

When completing the form please ensure;

- Every section has details in it.
- You are able to demonstrate your understanding of how to deliver training and all the different aspects it involves, through the following form.
- Handwriting is clear and legible, as this information needs to be reviewed.
- If you need more space to write you can do so on an additional page.

If the Trainer Qualification Coordinator or HQ deems that there is not enough information for any particular section the form may be returned to you to complete.

Your name		Your membership no.	
Trainer's name			
Title of session			
Date of session		Length of session e.g. 1 hour	
Number and type of attendees e.g. rainbow leaders, peer educators			



<p>Training Planning and design Discuss aspects of planning with the Trainer. Including: how she was invited to lead the training, when and how she had to communicate with the training organiser, how she planned her session, how she decided what to leave out, the time it took to plan.</p>	
<p>Training environment Discuss aspects of the training space with the Trainer. What were the factors she took into consideration when choosing the space? How did she set-up the room on arrival? What are the benefits of this set-up?</p>	
<p>Training Delivery Ask for a copy of the training plan and add your comments and questions to the plan which you can ask the Trainer afterwards. Write you answers to the following;</p> <ul style="list-style-type: none">• How did the Trainer make the participants feel welcome?• What did the Trainer do to ensure participants were all engaged and participating?• Was time given to participants asking questions and being given answers?• Which of the of the 5 Essentials did you see being used and how;• Working in Groups?• Encouraging decision-making?• Using a balanced and varied Programme?• Showing care for individuals?• Underpinning the session with Commitment to the common Standard, including the Promise? How did the evaluations link with the aims and objectives?• What were the expected outcomes of the session?	

Make brief notes of your discussion with the Trainer.

Signed		
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(Trainer)

(Volunteer wishing to become a Trainer)

Date		
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