Trainers of Tomorrow Capacity Assessment					
Competency	**1** **Growth Point**	**2**	**3**	**4** **Threshold-Skilled**	**5** **Mastery**
Lighting, Sound, Background	Poor lighting with glare & shadows; unable to hear clearly; background distracted from the presentation	Minimally addressed lighting, background, & sound to make the environment conducive to learning	Somewhat addressed lighting, background, & sound to make the environment conducive to learning	Appropriate use of lighting, no glare or shadows; sound was clear with no gaps in transmission; background was pleasing & simple	Excellent use of lighting-ability to see trainer clearly without shadows; learners were able to hear clearly; background was simple, not distracting, & pleasant
Computer Platform Use	Numerous difficulties with equipment & operation of platform for presentation	Minimally proficient in use of equipment & operation of platform for presentation	Somewhat proficient in use of equipment & operation of platform for presentation	Appropriate use of equipment & operation of platform for presentation	Flawless operation of platform & accompanying resources
Adult Learner Engagement	No elements of adult learning incorporated in the presentation & materials	At least two adult learning elements are incorporated in the presentation & materials	Demonstrates knowledge of adult learning principles & incorporates them into the presentation Creates a safe learning environment	Demonstrates adult learning principles in materials & presentation - Independent self-concept - Life experiences - Learning is related to current needs - Problem centered - Internal motivation	Incorporates concepts of relevancy, engagement, active learning, & learner-centered strategies in throughout the materials & presentation
Lesson Organization, Engagement, Flow	Content errors or omission; materials do not flow; low level learner engagement	Displays basic content knowledge, yet does not articulate connections with other elements of the subject matter	Displays solid content knowledge & makes connections between other elements of the subject matter	Covers most elements adequately in a logical, coherent, & well-developed manner; displays solid content knowledge; engaged learners & followed a logical well-developed plan	Displays extensive content knowledge with evidence of continuing & active learning in the subject matter
Comportment	Does not demonstrate professional or appropriate interactions with learners	Demonstrates a minimal level of professional & appropriate interaction with learners	Demonstrates a somewhat professional & appropriate interaction with learners	Demonstrates a professional & appropriate interaction with learners	Demonstrates professional & appropriate level of mastery for the learner

Appearance	Dress & appearance is not professional	Minimal attention to professional appearance conducive with the role of instructor	Professional appearance is somewhat conducive with the role of instructor	Noticeable attention to professional appearance conducive with the role of instructor	Excellent professional dress and appearance conducive with the role of instructor
Overall Effectiveness	Was not engaging, clear, or effective; did not display a clear understanding of the subject matter; did not make effective use of a variety of training methods	Attempted to engage participants in discussion & was minimally responsive to participant questions; did not stimulate discussions; was not responsive to participant input	Slightly engaging, clear, & effective; somewhat stimulated discussions with participants; displayed a slight understanding of the subject matter with marginal use of a variety of training methods	Was engaging, clear, & effective; stimulated discussions; responsive to participants; displayed a clear understanding of the subject matter; used a variety of training methods.	Was engaging, clear, & effective; stimulated discussions; responsive to participants; displayed a clear understanding of the subject matter; made use of a variety of training methods; successfully makes major adjustments to the training as needed to greatly improve learning
Ease of Presenter	Unprepared; shows very little or no effort in quality preparation; displays poor attitude	Somewhat prepared & displays slight uneasiness in presenting	Well prepared; covers most of the outlined material; mostly at ease & speaks clearly	Demonstrates excellent preparation; covers all material and facilitates with ease; speaks clearly	Exceptionally prepared; substantive, well supported presentation of materials; easily facilitates the entire presentation
Combined Rating	Demonstrates no aspects in delivery of virtual learning	Demonstrates very few aspects in delivery of virtual learning	Demonstrates some aspects in delivery of virtual learning	Demonstrates most aspects in delivery of virtual learning	Demonstrates mastery in all aspects of virtual learning