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|  | **Facilitator Assessment Form** |
| **Part A – Personal Information / Experience** |
| Name: (Mr./Mrs./Ms): -------------------------------------------------------------------------------------------------- ---------------------------------- |
| Company Name: -------------------------------------------------------------------------------------------------------- ---------------------------------- |
| Address: ------------------------------------------------------------------------------------------------------------------- ---------------------------------- |
| Email: ------------------------------------------------------------------- | Phone: -------------------------------------------------------------------------- |
| What are your preferred trainings? |  |

**1.**

**2.**

**3.**

**4.**

**5.**

How many years of professional experience do you have in this field? --------------------------------------------------------------------

List Courses you have facilitated / Class Size/ Dates &Reference:

**1.**

**2.**

**3.**

**4.**

**5.**

Can you demonstrate knowledge of content taught or developed: ---------------------------------------------------------------------------

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List your membership of professional bodies:

**1.**

**2.**

**3.**

**4.**



**Part B– Questionnaire**

Kindly indicate the extent to which you agree or disagree with the statements below by ticking the appropriate boxes.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **S/N** |  |  | **Questions** |  |  | **Strongly** |  |  | **Agree** |  |  | **Indifferent** |  |  | **Disagree** |  |  | **Strongly** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Agree** |  |  |  |  |  |  |  |  | **Disagree** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. |  | I am passionate about Knowledge/ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Technology Transfer |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I am confident and readily prepared to |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  | deliver support to students that struggle |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | with understanding of topics that I facilitate. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I know my subject matter; can demonstrate |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  | the knowledge of the contents to be taught |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | and have practical experience of the |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | contents. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I know my audience; respect and listen to |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  | participants, call them by name, whenever |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | possible. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I am self-aware; recognize my own biases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  | and "hot-buttons" and act in a professional |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | manner when they are pushed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I am inclusive; encourage all participants to |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | share experiences and contribute to the |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  | group learning process. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I am lively, enthusiastic, and original. I use |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | humor, contrasts, metaphors, and |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  | suspense. I keep my listeners interested |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | and challenge their thinking. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I use a variety of vocal qualities; vary my |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  | pitch, speaking rate, and volume; avoid |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | talking in a monotone. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I am aware of my body when presenting - |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  | body posture, gestures, and facial |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | expressions are natural and meaningful, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | reinforcing my subject matter. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | I make my remarks clear and easy to |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  | remember; present one idea at a time and |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | show relationships between ideas; |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | summarize when necessary. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  | I enhance my delivery with illustrations, |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | examples, charts, visuals, and audio aids. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



I am willing to provide mentorship to

1. participants and guide them to a successful career.

I am flexible; read and interpret my participants' responses (verbal and

1. nonverbal) and adapt my plans to meet their needs; am in charge without being overly controlling.

I am open to new ideas and perspectives, am aware that I don't know all the answers;

1. recognize that I learn from participants as well as offer them new knowledge or perspectives.

I am interested in evaluating my work;

1. encourage co-trainers and participants to give me feedback.
2. I will encourage and help participants’ to secure membership of professional bodies.