HIV Prevention Ambassador Trainers’ Workshop | Trainer Skills Inventory

**Instructions**

The *Trainer Skills Inventory* is assigned as homework on Day 2 of the training and should be completed prior to Day 3. Please follow the outlined instructions to complete the assignment:

1. Read through the following checklist.
2. Take inventory of your skills as they relate to facilitation, managing individual and group dynamics, and training program management.
3. Self-assess your progress. Do you need improvement? Do you feel competent? Are you an expert? Mark your responses in the provided boxes and save your work.
4. Refer back to your *Trainer Skills Inventory* at the end of the training and periodically as you begin to train HIV Prevention Ambassadors.
5. This assignment does not need to be turned in. It is designed for self-reflection.

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| FACILITATION | Needs Improvement | Competent | Excellent |
| 1. Knowledgeable about subject matter |  |  |  |
| 1. Knows and relates to audience |  |  |  |
| 1. Remains neutral and nonjudgmental |  |  |  |
| 1. Aware of cultural influences |  |  |  |
| 1. Inclusive; encourages all learners to participate |  |  |  |
| 1. Keeps learners interested, engaged, and challenged |  |  |  |
| 1. Ensures learner skill and knowledge proficiency; uses assessments and provides coaching to address gaps |  |  |  |
| 1. Uses effective presentation skills; speaks clearly and articulately, is audible, maintains eye contact, uses body language that is natural and reinforces learning points |  |  |  |
| 1. Uses and manages different training methods effectively: case studies, exercises, PowerPoint with lecture, etc. |  |  |  |
| 1. Makes clear points, links learning themes, transitions and summarizes effectively |  |  |  |
| MANAGING INDIVIDUAL AND GROUP DYNAMICS | Needs Improvement | Competent | Excellent |
| 1. Aware of strengths and challenges in learners and self |  |  |  |
| 1. Manages challenging behavior, using different strategies to redirect learner |  |  |  |
| 1. Manages group dynamics; able to lead group through different stages effectively; able to resolve conflicts and mediate effectively |  |  |  |
| TRAINING PROGRAM MANAGEMENT | Needs Improvement | Competent | Excellent |
| 1. Creates comfortable learning environment: seating arrangement, room temperature, visual aids, lighting |  |  |  |
| 1. Ensures that all logistical matters are planned for and addressed: meals, transportation, lodging |  |  |  |
| 1. Prepares in advance for activities, speakers, and materials |  |  |  |
| 1. Remains flexible and adapts to challenging situations |  |  |  |