

# SDM® trainer observation notes and needs assessment

## OBSERVING DELIVERY OF SDM TRAINING CURRICULUM: A GUIDE FOR NEW TRAINERS

This document is intended to help structure observation and trainer development as you participate as an *observer* in SDM trainings, including California’s Structured Tools and Assessment Skills Lab for Common Core 3.5. Please read thoroughly *before* the observation.

1. You may have the opportunity to observe trainer prep and to debrief at the end of each training day. Please arrive at the training room or virtual space at least 15 minutes prior to the training for the orientation.
2. Prior to your observation, consider which specific section(s) of the training you will need to focus on to develop your knowledge and skills.
3. Make sure you have the *trainer’s copy* of the training materials (PowerPoint and notes) so you can follow along as each slide is presented.
4. As the trainer conducts the training, refer to the relevant slide and add your observations to the notes section. What else did the trainer say? What did the participants ask? What else would you want to add when you train this material? What questions do you have?
5. During the training, refer to the trainer observation notes below. Note any technical or process questions that come up.
6. Shortly after the training, complete the needs assessment (see below). At the end of each day, you will have time to reflect on this with the trainers.

## Trainer Observation Notes

In the table below, record your observations about the strategies and techniques that the trainer is using within each of these areas.

Knowledge/content: What techniques is the trainer using to convey and impart the knowledge and content of the training?

Process: What is the training doing to create an inclusive and effective learning environment?

Relationships: What is the trainer doing to build working relationships in the room, between learners and between the trainer and learners?

Training Curriculum: Click or tap here to enter text.

Your Name: Click or tap here to enter text. Date of Training Observation: Click or tap here to enter text.

Trainers: Click or tap here to enter text.

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| --- | --- | --- |
|  | **Knowledge/Content** | **Process/Relationships** |
| **What strategies/processes is the trainer using within each of these areas?** | | |
| During content delivery | Click or tap here to enter text. | Click or tap here to enter text. |
| During activities/ breakout sessions | Click or tap here to enter text. | Click or tap here to enter text. |
| During group discussions or reflections | Click or tap here to enter text. | Click or tap here to enter text. |
| **What questions regarding the training content would be good to follow up on?** | | |
| Click or tap here to enter text. | | |

## Training Reflections

|  |  |  |
| --- | --- | --- |
| **What Is Your Top Takeaway From Today’s Session?** | **What Overall Questions Do You Have?** | **What Steps Would Be Helpful for You Before You Take on Leading a Training?** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## needs assessment

1. How would you rate your willingness to lead this training?

Not willing—I have been “voluntold”!

A little willing

Moderately willing

Mostly willing

Completely willing

1. How would you rate your confidence in leading this training?

Not confident

A little confident

Moderately confident

Mostly confident

Completely confident

1. What pieces of content are you most confident about teaching?

|  |
| --- |
| Click or tap here to enter text. |

1. What pieces of content are you most anxious about teaching?

|  |
| --- |
| Click or tap here to enter text. |

1. What is the most important support you need to be successful in training and coaching these practices?

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| --- |
| Click or tap here to enter text. |