

An Instant Trainer Quiz

Do you aspire to be an **Instant Trainer**? We do. During those last moments before a training session begins, we try to remember that while we're focusing on what will happen during the training session, the real importance of our work happens after the session is over. Results based training happens when your participants go back to their jobs and apply the information they've obtained or use the skills they've mastered.

This quiz will help you focus your attention on those areas that can help you be a better **Instant Trainer**. Since no one but you will see this quiz, answer each question thoughtfully and honestly! Avoid the temptation to answer yes because you usually do something, or try to do it, or intend to do it, or because you think it's a good idea. Use this as an opportunity to give yourself some honest feedback.

1. I understand the work/jobs my participants do.
Yes No
2. I am familiar with the vocabulary used by my participants.
Yes No
3. I have seen the environment my participants work in.
Yes No
4. I know the current issues facing my participants.
Yes No
5. I know how my participants interact with their customers.
Yes No
6. I'm in the training room at least 45 minutes before a session.
Yes No
7. I schedule and call breaks every 90 to 120 minutes in my sessions.
Yes No
8. The equipment I use during my sessions is well maintained.
Yes No
9. I always physically check the visibility of AV for each participant.
Yes No
10. I always arrange chairs in curved lines or angles.
Yes No
11. I read at least one new book a month about my training subjects.
Yes No

12. I add one new idea or use one new activity in each of my sessions.
Yes No
13. I regularly interview people about the relevancy of my content.
Yes No
14. My content is a blend of sound theory and hands on experience.
Yes No
15. Diverse participants can identify and relate to my content.
Yes No
16. My materials look professional rather than 4th generation copies.
Yes No
17. I use color in my visual aids and support materials.
Yes No
18. I use current clip art in my materials.
Yes No
19. My materials are designed for easy reference.
Yes No
20. I provide unique reinforcers, creatively designed to be kept & used.
Yes No
21. I know when I'm doing too much learning.
Yes No
22. I use a variety of training techniques.
Yes No
23. I'm skilled at de-briefing activities and understand its purpose.
Yes No
24. I use effective participation methods to get trainees involved.
Yes No
25. I am comfortable answering questions during my training sessions.
Yes No
26. I start my sessions with something other than housekeeping items.
Yes No
27. I'm a good storyteller and support my points with good stories.
Yes No
28. All of my training sessions have well planned closings.
Yes No
29. I use warm up activities to help my participants bond.
Yes No
30. I understand that I am my best visual aid & dress appropriately.
Yes No

31. I regularly use and review session evaluation forms.
Yes No
32. I regularly ask for feedback during my sessions.
Yes No
33. I understand & can explain how my training benefits the company.
Yes No
34. I understand & can explain how my training benefits the trainee.
Yes No
35. I encourage my trainees to bring their world into the training room.
Yes No
36. I regularly attend training sessions to improve my skills.
Yes No
37. I'm available before and after my sessions to talk to participants.
Yes No
38. I am an effective role model of the skills I'm presenting.
Yes No
39. I understand my industry and its challenges & opportunities well.
Yes No
40. I love being a trainer because every time I teach, I learn.
Yes No

Scoring:

Count the numbers of “Yes” and “No” answers for the questions in the following categories

Participants (Questions 1-5)

Yes__ No__

Logistics (Questions 6-10)

Yes__ No__

Content (Questions 11-15)

Yes__ No__

Materials (Questions 16-20)

Yes__ No__

Participation (Questions 21-25)

Yes__ No__

Presentation (Questions 26-30)

Yes__ No__

Evaluation (Questions 31-35)

Yes__ No__

You (Questions 36-40)

Yes__ No__

Look for the areas you had 2 or more “No” answers. These are areas in which you could grow, so plan your homework accordingly. Your participants will be glad you did!

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