

PARTICIPANT/PEER FEEDBACK ON DELIVERY

Name of Trainer:			
Renee Smith			
Name of participant:			
Garry Haze			
Volvo			
Date: 15th January 2022			
Topic of session/s:			
Presentations Mastery and How to Deliver Meetings			
Did the candidate:	Yes	No	N/A
• Prepare the training area before the training session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct the training in a safe and accessible environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use a delivery method appropriate to learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Clearly outline the outcomes of training in the introduction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ensure assessment requirements were clearly outlined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Discuss sequence of activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use activities that are varied and involve all the learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use clear communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use learning resources appropriate for this session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Summarise key points at the right time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Give the learners practice opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Give assistance to learners who needed it, providing feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Design and use appropriate assessment tool/s	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conduct assessment effectively, providing feedback	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Conclude the session effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Deliver session in allocated timeframe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Trainer's <u>overall</u> performance was: Satisfactory <input checked="" type="checkbox"/> Not yet Satisfactory <input type="checkbox"/>			
Feedback to candidate: Renee did a great training with our team. She was passionate, knowledgeable, and checked in on us old guys a lot to make sure we understood and were keeping up. The week went quickly with her help. Resources were well prepared and easy to read. She was prepared, her training was well delivered with great voice to listen to, she made everything simple and easy but kept our attention the whole time. Books had easy to follow along instructions.			
Signature: <i>Garry Haze</i>		Date: 15 th January 2022	