

## PARTICIPANT/PEER FEEDBACK ON DELIVERY

<b>Name of Trainer:</b> Renee Smith			
<b>Name of participant:</b> Rosemary Winter – QUT Business			
<b>Date:</b> 2 <sup>nd</sup> September 2021			
<b>Topic of session/s:</b> Change Management and Conflict Resolution			
Did the candidate:	<b>Yes</b>	<b>No</b>	<b>N/A</b>
• 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"/>
<b>The Trainer's <u>overall</u> performance was:</b> Satisfactory <input checked="" type="checkbox"/> Not yet Satisfactory <input type="checkbox"/>			
<b>Feedback to candidate:</b>  <i>We got off to a late start, but Renee was exceptional in managing a difficult group who didn't really own why they were there.</i> <i>She was engaging, entertaining and spoke very clearly and confidently. She was well prepared with a variety of professionally prepared resources including a flip chart and whiteboard, workbooks and she had good knowledge of the technical equipment at our venue.</i> <i>Class management and momentum kept was excellent.</i>			
<b>Signature:</b> Rosemary Winter		<b>Date:</b> 2 <sup>nd</sup> September 2021	