Please complete the form and return Paul Thompson (HENRY Training Manager) paul.thompson@HENRY.org.uk after completion of 5 step feedback process

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| **Trainer** |  |
| **Area**  |  |
| **Date**  |  |

|  |  |  |
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| *For Completion by the Trainee* | **Working well** | **Suggestions for development** |
| **Planning and preparation*** Prepare all resources
* Understand the Trainer Manual
* Arrive in plenty of time
* Check venue
* Plan the training with co-trainer
* Create a comfortable, welcoming environment
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| **Listening and empathy skills*** Acknowledge feelings and use open-ended questions
* Recap, summarise and reframe
* Demonstrate empathy
* Extend and deepen discussions using open questions
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| **Working in partnership*** Show a genuine interest in the participants
* Highlight participants’ existing knowledge and skills
* Join in all activities
* Engage with participants at break times,
* Share your own experiences sensitively
* Use inclusive language and inviting statements
* Resist the advice trap
* Model solution-focused support
* Work in partnership with co-trainer
* Model the HENRY approach
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| **Management of the group*** Clear explanations of activities
* Keep to time
* Manage challenges by modelling the HENRY approach
* Appropriate pitch of content, pace and tone of voice
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| **Knowledge of content*** Link
* Allow the activities to deliver the message
* Lead activity breaks accurately and safely
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| **Reflection and feedback*** Share honest and supportive feedback with co-trainer
* Reflect on feedback received and be clear about what can be improved
* Plan how and when to implement improvements
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| **Observer Comments** |  |  |

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| **Observer Signature** |  | **Trainer Signature** |  |
| **Job Title** |  | **Trainer Name** |  |
| **Date** |  | **Date** |  |
| HENRY Use Only |
| Training Manager Signature |  | Date  |  |