Please complete the form and return Paul Thompson (HENRY Training Manager) [paul.thompson@HENRY.org.uk](mailto: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 |  |  |
| **Listening and empathy skills**   * Acknowledge feelings and use open-ended questions * Recap, summarise and reframe * Demonstrate empathy * Extend and deepen discussions using open questions | . |  |
| **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 |  |  |
| **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 |  |  |
| **Knowledge of content**   * Link * Allow the activities to deliver the message * Lead activity breaks accurately and safely |  |  |
| **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 |  |  |
| **Observer Comments** |  |  |

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