

Instructor Skills Inventory

This inventory rates 34 skills successful instructors use when conducting classroom training.

The skills are organized by:

- Instructor Preparation
- Establishing a Learning Climate
- Presenting Content
- Facilitating Discussions and Question/Answer Sessions
- Facilitating Learning Exercises

Assess your level of competence/confidence by rating each skill in the column indicated.

Rating scale:

- 1 = You consider this a development need.
- 2 = You consider this skill adequate, but not clearly strong.
- 3 = You consider this a real strength.

After completing the survey:

- Identify your 3 strongest skills
- Identify the 3-5 skills that you would most like to develop

	Rating
Instructor Preparation	
1. Explains the learning objectives, program agenda and role expectations up front.	
2. Demonstrates knowledge of the subject matter.	
3. Is well-organized and advances the various learning activities smoothly.	
4. Manages time effectively, controls distractions and maintains an appropriate learning pace.	
5. Uses transitions to provide flow and a sense of continuity among the various learning activities.	
6. Obtains closure at appropriate points with summary statements.	
Establishing a Learning Climate	
7. Is comfortable working with the group.	
8. Helps participants understand the relevance of the program to their jobs.	
9. Uses vocabulary which is not offensive, condescending, or patronizing.	
10. Is supportive and helpful to participants.	
11. Listens and responds to participants' reactions.	
12. Displays energy and enthusiasm.	

	Rating
Making Presentations	
13. Develops points clearly and concisely.	
14. Uses body movement and eye contact to enhance delivery.	
15. Uses adequate voice modulation and maintains an appropriate pace.	
16. Uses concrete, simple language; avoids jargon or imprecise language.	
17. Uses meaningful examples, analogies and illustrations to clarify points.	
18. Uses electronic media, flip charts or other visual aids to present key points.	
Leading Discussions and Question/Answer Sessions	
19. Uses appropriate questions to direct and stimulate responses.	
20. Asks follow-up and probing questions to shape and extend responses.	
21. Avoids using closed-ended questions when trying to open up discussion.	
22. Reinforces participants for contributing, thereby increasing participation.	
23. Uses flipcharts or other visual aids to capture participants' comments.	
24. Repeats questions from participants before addressing answers.	
25. Draws on participants' experience for examples to illustrate points.	
26. Calls on participants to evaluate appropriateness of a given response.	
27. Avoids biasing participants by overusing an experience or opinion.	
Conducting Learning Exercises	
28. Gives complete, concise, and clear instructions.	
29. Explains the purpose of the exercise as well as the mechanics.	
30. Monitors learning exercises unobtrusively and offers help when needed.	
31. Facilitates the exchange of experiences, so participants learn from one another during the debriefs of learning exercises.	
32. Asks appropriate initiating and clarifying questions to prompt and extend participants' learning during the debrief session.	
33. Builds upon and extends participants' ideas and analysis.	
34. Uses appropriate paraphrases and summaries to highlight learning points.	

List your 3 major strengths:

- 1.
- 2.
- 3.

List 3 areas you would like to improve:

- 1.
- 2.
- 3.