

Trainer Selection Questions

When selecting trainer candidates, it is important to assess the individuals' readiness and evaluate their ability to be successful. Depending on skills and experience, you may need to provide a train-the-trainer session prior to launching a new training initiative. Ask yourself these questions before inviting participants to join in the train-the-trainer experience.

1. What is the benefit to your organization that these individuals facilitate the [name of training or initiative] training program or series to your employees?
2. What are the support systems and resources available to these trainers before, during, and after the training rollout?
3. How much information sharing versus self and group discovery is required for this program?
4. Are you seeking individuals who would excel as technical trainers or group facilitators?
5. What are the characteristics, qualities, and skills that these individuals will need to enable them to effectively conduct the training?

FACILITATOR SELECTION CRITERIA

Facilitation Skills

- Knows key elements of facilitation
- Has good listening skills; clarifies and probes for understanding
- Is able to use a variety of media for delivery of information
- Is comfortable and articulate in front of groups
- Responds non-defensively to challenges
- Exhibits a good sense of humor; can laugh at self
- Is self-aware; can self-correct
- Puts people at ease; creates a comfortable learning environment
- Shows respect for the ideas and opinions of others
- Exhibits an ability to draw out differing ideas and opinions
- Is able to communicate and articulate her/his own and others ideas
- Is able to think quickly, improvise, and adjust to needs of others
- Is not judgmental

Organizational Relationships and Commitment

- Is willing to devote the time required to prepare for training
- Is willing to provide continuous coaching and support for participants after training
- Has demonstrated success in working with groups as a leader or facilitator
- Is able to establish rapport with a wide variety of individuals at all levels of the organization
- Is credible and respected within the organization
- Is considered a positive model for the values being taught, both inside and outside the sessions
- Supports the training initiative and understands why it is important to the success of the organization

For assistance with trainer selection, train-the-trainer sessions, or any question related to a VisionPoint program, contact **TrainerTalk Help Line** at 800-300-8880 x 302 or write to us at Trainer@vppl.com