



Statement	Level of Agreement				How Will I Improve?
	Strongly Disagree	Disagree	Agree	Strongly Agree	
I am confident and fully prepared when I present—just nervous enough to keep alert.					
I know my subject matter. I have studied my topic and experienced the events about which I speak.					
I know my audience. I respect and listen to participants, and call them by name, whenever possible.					
I am neutral and nonjudgmental. I validate everyone's experiences and their right to their own perspectives; I respect differences of opinion.					
I am culturally sensitive—aware that my own views and beliefs are shaped by my cultural background just as participants' cultures shape their perspectives.					



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I am self-aware. I recognize my own biases and “hot-buttons” and act in a professional manner when they are pushed.					
I am inclusive. I encourage all participants to share their experiences and contribute to the group learning process.					
I am lively, enthusiastic, and original. I use humor, contrasts, metaphors, and suspense; I keep my listeners interested and challenge their thinking.					
I use a variety of vocal qualities. I vary my pitch, speaking rate, and volume; I avoid talking in a monotone.					
I am aware of my body when presenting; my body posture, gestures, and facial expressions are natural and meaningful, reinforcing my subject matter.					
I make my remarks clear and easy to remember. I present one idea at a time and show relationships between ideas, summarizing when necessary.					



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I enhance my delivery with illustrations and examples, such as charts, visuals, and audio aids.					
I understand group dynamics and the stages that all groups go through. I am comfortable with conflict resolution.					
I am flexible. I read and interpret my participants' responses (verbal and nonverbal), and adapt my plans to meet their needs. I am in charge without being overly controlling.					
I am open to new ideas and perspectives and am aware that I don't know all the answers. I recognize that I learn from participants as well as offering them new knowledge or perspectives.					
I am compassionate; I am empathetic and understanding when participants experience emotional reactions to training.					
I am interested in evaluating my work. I encourage cotrainers and participants to give me feedback.					