

GIRL GUIDES OF CANADA – BC COUNCIL PROVINCIAL TRAINING COMMITTEE TRAINER OBSERVATION RUBRIC



COMMUNICATION SKILLS					
VOICE					NOTES
Inflection	Mostly monotone	Limited use of inflection	Voice is expressive	Voice is dynamic and expressive	
Enunciation	Words are indistinct	Words are understood most of the time	Enunciates clearly	Speaks naturally, enunciates clearly	
Volume	Minimal variation in volume	Varies voice volume	Uses volume variation and voice projection appropriately	Adapts volume and voice projection to enhance presentation	
Speed	speed limits comprehension	Speed allows for comprehension	Speed variation used within presentation	Speed variation used for emphasis or to engage participants	
NON VERBAL					
Eye-Contact	Rarely looks at participants	Looks predominately in one direction	Scans room	Scans room; engages participants	
Gestures	Gestures distract from the presentation	Gestures contribute to presentation	Gestures are an evident part of the presentation	Gestures enhance presentation	
Facial Expression	Non-expressive	Expressive	Appropriate to the topic	Engages the participants	
Mannerisms	Distracts from presentation	Distracts somewhat from presentation	Does not distract from the presentation	Effective use of natural mannerisms enhances presentation	
Body Language	Distracts from presentation	Distracts somewhat from presentation	Body language used effectively in presentation	Relaxed use of body language enhances presentation	
LANGUAGE					
Grammar	Distracts from presentation	Does not interfere with presentation	Adds to the clarity of presentation	Effective use of words enhances presentation	
Terminology	Uses incorrect terms/ no explanation of Guiding terms or abbreviations	Explains Guiding terms when asked	Explains terms during presentation	Introduces GGC terms and reinforces during presentation	
ORGANIZATIONAL SKILLS					
Materials & Equipment	Appears disorganized	Materials organized; unfamiliar with operation of equipment	Materials organized and ready to use; familiar with equipment	Highly organized; equipment use is smooth; contributes to effectiveness of session	
Creativity	No variation in presentation	Cautiously tries various techniques	Blends a variety of styles to enhance presentation	Frequently breaks "out of the box" to enhance presentation	

PRESENTATION SKILLS					
VISUAL AIDS					NOTES
Relevance	Not used	Used occasionally to reinforce key points	Complements the presentation; information is accurate and current	Enhances the presentation; provides additional information	
Readability	Not easily seen or read	Easily seen; not easily read	Easily seen; easily read	Creative and eye catching; easily read	
Variety of Media	Uses one medium	Uses at least 2 media	Uses a variety of media	Enhances without overpowering	
FACILITATION SKILLS					
RAPPORT					
Enthusiasm	Demonstrates minimal interest in the topic; no involvement of participants	Demonstrates interest in topic; encourages participation	Demonstrates strong interest in topic; participants are involved	Demonstrates passion for topic; participants are actively involved	
Interaction	Closed questions only; interaction not encouraged	Mix of open and closed questions; generates feedback	Open questions; encourages interaction	Active listening used to promote ongoing interaction	
Flexibility	Uses a predetermined session	Modifies the session with direction	Modified the session to meet the participants needs	Skillfully and unobtrusively modified the session while presenting	
Teamwork	Contributes only when asked	Contributes ideas without being asked; accepts input of team members	Contributes equally with other team members; willing to take a leadership role	Anticipates team's needs; encourages team success	
KNOWLEDGE					
Current Information	Information is outdated	Majority of information is outdated	Uses a mixture of current and outdated information	Uses current information	
Context within GGC	Presents information without relating to the philosophy of Guiding	Relates information to the philosophy of Guiding	Relates the philosophy of Guiding to the program and the participants	Engages the participant in relating the philosophy of Guiding to the program	
Resources	No evident use of resources	Ineffective use of resources	Effectively uses available resources	Seeks out new and additional resources	
PERSONAL APPEARANCE					
Uniform	Absent	Inappropriate	Appropriate	Worn with pride; encourages uniform use indirectly	
Poise & Confidence	Appears nervous, hesitant	Appears relaxed; nervous when questioned	Appears confident; is comfortable fielding questions	Appears relaxed and confident; puts participants at ease	