



Washington State CDSMP Leader Training Fidelity Checklist



Date: _____

Training Day Attended: _____

Master Trainer: _____

Observer: _____

Location: _____

Number of Trainees: _____

Skills	Comments/Suggestions
<p><u>Preparation</u></p> <ul style="list-style-type: none"> - Arrived on time with materials/charts. - Had all needed paperwork: Attendance roster, practice teach assignments, checklists, Workshop Overview, etc. - Appropriate facilities/room conducive to group interaction - Breakout room available, if more than 12 trainees - All trainees have current license 	
<p><u>Curriculum Delivery</u></p> <ul style="list-style-type: none"> - Delivered material in own words when appropriate - Followed the curriculum as scripted in the Master Trainer Manual - Correctly used the “hats on, hats off” method - Clearly explained topics and activities - Presentation style was appropriate; articulate, eye contact, inflection - Over-models activities: “Hypermodeling” - Correctly demonstrated facilitation of Action Planning, Feedback and Problem-Solving, and/or brainstorming 	
<p><u>Group Interaction</u></p> <ul style="list-style-type: none"> - Encouraged group participation - Limited personal stories - Handled problem people effectively - Adhered to timelines - Worked well as a partner with co-trainer - Limited training oriented questions to session reviews and question and answer periods. - Facilitated constructive discussion - Positively reinforced trainees 	

<p><u>Training Skills</u></p> <ul style="list-style-type: none"> - Effectively used scenario questions <ul style="list-style-type: none"> - Did not call on same trainee twice until all trainees had participated - Provided correct answers after trainees responded (if applicable) - Used participation roster to note observations and participation - Responded to questions by modeling problem-solving when applicable - Utilized Parking Lot for questions that could be answered later 	
<p><u>Practice Teaching</u></p> <ul style="list-style-type: none"> - Clearly delivered instructions for Practice Teaching - While observing practice teaches, made sure that each trainee had adequate time to facilitate - Used “feedback sandwich” - Identified problem areas by providing clear, constructive feedback - Documented serious fidelity issues 	
<p><u>Fidelity</u></p> <ul style="list-style-type: none"> - Delivered all content materials according to the current Master Trainers’ Manual - Did not add or delete content 	

Signature of Master Trainer: _____

Signature of Observer: _____

Additional Comments: