

TRAINER CANDIDATE CHECKLIST

Trainer Candidate Name	
iMis number	
Area	
Start Date of Candidacy	
Goal End Date (3 years)	

TRAINER LEARNING PATH	
<i>**these dates must be recorded on the Candidate's TR.4 Annual Report in the year that they are taken</i>	
	Date Completed
Trainer Learning Path Module 1 – Understanding the Adult Learner	
Trainer Learning Path Module 2 – Engaging Your Audience	
Trainer Learning Path Module 3 – Designing Effective Training Sessions	
Trainer Learning Path Module 4 – Best Practices in Facilitation	
Trainer Learning Path Module 5 – Training in the Guiding Context	
Trainer Learning Path Module 6 – Introducing the Virtual Classroom	

PRACTICAL EXPERIENCE			
<i>**these activities must be recorded on the Candidate's TR.4 Annual Report in the year that the trainings are observed or delivered</i>			
1. OBSERVE a training delivered by Training Mentor or another Trainer – at least one 2. CO-TRAIN with Training Mentor or another Trainer – at least two 3. Discussion with Training Mentor and SELF-ASSESSMENT of trainer competencies (interim observation; paperwork does not need be submitted but date should be recorded) – at least once 4. SOLO TRAINING and receive feedback from Training Mentor or another Trainer who attended and observed the full session – at least one 5. FORMAL OBSERVATION OF SOLO TRAINING – Scheduled only when the Trainer Candidate and the Training Mentor feel the Candidate is ready. Trainer Candidate to complete TR.5 Self-Assessment form; Training Mentor or another Trainer who attended and observed the full session to complete the TR.6 Trainer Observation form			
Date	Observe / Co-Train / Self-Assess & Discuss / Solo Train	Topic	Name of Training Mentor or Trainer

Attach additional sheets if required

APPLICATION FOR TRAINER APPOINTMENT

To start the application for appointment process, the Trainer Candidate's **Area Training Adviser** should submit the following application package to the Provincial Training Committee:

Required

- TR.5 Self-Assessment form completed by the Trainer Candidate
- TR.6 Trainer Observation form completed by a Trainer who observed the same session
- Recommendation in writing by the Area Training Adviser

Optional but Desirable

- TR.8 Participant Evaluation forms or other written feedback from participants at one or more of the Trainer Candidate's solo trainings
- This Checklist (this is not a substitute for TR.4 Annual Reports)

The Provincial Training Committee will review the application package, plus the Trainer Candidate's iMis record to ensure that the **Trainer Learning Path modules are complete**, and **all TR.4 Annual Reports** have been submitted by the Trainer Candidate during her candidacy. To assist them in coming to a decision, the Provincial Training Committee may contact the Training Mentor or other Trainers who co-trained or informally observed the Candidate, to obtain their opinion concerning the Trainer Candidate's skills and suitability to be appointed a Trainer.

After review by the Committee, the Candidate may be appointed by the Provincial Training Adviser as a Trainer for a three-year term. A certificate and the Trainer lamp pin will be issued by the Provincial Training Committee, and iMis records will be updated accordingly.

UNDERSTANDING A TRAINER'S ONGOING OBLIGATIONS

1. The **TR.4 Annual Report** must be submitted annually, for the period September 1 to August 31. The TR.4 Annual Report is not a "test" but rather a check-in and indication of a Trainer's desire to remain active in the role.
 - A trainer should provide a minimum of **10 hours of training per year**, with at least 3 of those hours delivering Foundation Modules of the TEAM program. Regardless of whether this goal is achieved in a 12-month period, the TR.4 must still be submitted.
 - Trainers should be committed to their own personal learning by taking **12 hours** of enrichment training **over every 3-year period** of their appointment (an average of 4 hours per year) and this too gets recorded on the TR.4 Annual Report. Note that training taken outside of Guiding is eligible to be included in this tally. Regardless of whether this goal is achieved, the TR.4 must still be submitted.
2. Prior to the end of a Trainer's three-year term, if she wishes to be re-appointed, a Trainer must complete a formal **peer review** of her training, facilitation and presentation skills, including a self-assessment. This takes place during a training session led by the Trainer, and observed by another Trainer or the ATA's delegate who is not a participant in the session. The Trainer must complete the TR.5 Self-Assessment Form and the Observer must complete the TR.6 Trainer Observation form, and **both** forms must be provided to the Provincial Training Committee before the Trainer can be re-appointed for another three-year term.