



# Trainer Responsibilities

**T**he contents of this module support the work of a trainer by providing information about those areas for which the trainer is responsible, mainly: planning, designing, delivering, and evaluating.

## Planning

A trainer is a planner. She/he demonstrates the ability to:

- Plan and organize.
- Set priorities and use time efficiently.
- Visualize possible and probable future situations and their implications.
- Select, develop, and employ needs assessment collection techniques.
- Synthesize and draw conclusions from needs assessment data.
- Identify knowledge and skill requirements of positions or tasks.
- Set program priorities according to assessed needs.
- Write learning objectives.

A trainer is knowledgeable. She/he:

- Keeps abreast of how adults acquire and use knowledge and skills.
- Understands individual differences in learning.
- Is familiar with adult education concepts, theory, techniques, and approaches.

- Is also aware of organizational priorities, policies, procedures, and resources, as well as community demographics, trends, and issues.

## Designing

A trainer is a designer. She/he demonstrates the ability to:

- Apply adult learning theory to the design of training programs.
- Develop experiential training designs.
- Select appropriate training methods.
- Create training materials.
- Integrate pluralism throughout designs and materials.
- Create an atmosphere of inclusion.

## Delivering

A trainer delivers training. She/he demonstrates the ability to:

- Present information so that the learning objectives are achieved.
- Adjust behavior in order to establish relationships across a broad range of people and groups.
- Create an inclusive training environment.
- Help individuals understand their own needs, values, and goals, as well as the needs, values, and goals of others.

- Provide feedback in the form of opinions, observations, and conclusions that can be readily understood.
- Use a variety of training techniques.
- Experiment with new training techniques.
- Synthesize and draw conclusions from evaluation data.
- Analyze performance problems to determine applicable training and development solutions.
- Project future training needs.
- Revise training designs, methods, and materials based on ongoing evaluation feedback.

## **Evaluating**

A trainer is an evaluator. She/he demonstrates the ability to:

- Select, develop, and use evaluation data collection techniques.