On the following pages, you will find a rubric to assist you in the process of evaluating each speaker who has submitted a proposal to speak for Trainer’s Institute. This offers the committee a place from which to begin our examination of each application based on interest, ability to connect this information with ATD International competencies, and the ability of the presenter to impart their experience and knowledge, as well as engage the attendees to start applying the information and concepts presented.

This is a way to organize your thinking around each speaker based on what he/she offers in the proposal. It serves as a launching pad for our discussion of how well each one meets the criteria we have established.

\*Objectives: Provide new talent development professionals with a solid foundation of Adult Learning principles and real-world application which they can build upon throughout their career.

Please complete one score sheet per speaker, per area of focus. Please note that some speakers have submitted proposals for more than one area of focus. If the proposal covers multiple areas of focus, please indicate which area you feel the presentation is best suited.

Provide any additional information on why you feel this speaker would be a good fit for Trainer’s Institute in Notes and Other Notes sections. After all rubrics are received, the scores will be tallied and any additional discussions may be scheduled to finalize the decisions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluator’s Name:** |  | **Date:** |  |
| **Speaker’s Name:** |  |  |  |
| **Presentation Title:** |  |  |  |
| **Area of Focus:** | **Adult Learning Principles**  **Analyzing the Need of Training**  **Designing Training Programs**  **Developing Training Materials & Resources**  **Implementing Effective Training**  **Presentation Best Practices**  **Evaluating Training Program Success**  **eLearning Essentials** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objective Area and Rubric Rating Number:** | **1 [Low]** | **2** | **3** | **4 [High]** |
| Facilitation and training style/techniques are reflective of ATD Nebraska and ATD International standards |  |  |  |  |
| Notes: | | | | |
| Proposal addresses the foundational concepts and/or needs of new talent development professionals |  |  |  |  |
| Notes: | | | | |
| **Learning objectives are clear and realistically achievable in the allotted time** |  |  |  |  |
| Notes: | | | | |
| Proposal clearly describes and demonstrates strategies/skills that can be implemented and/or replicated by others |  |  |  |  |
| Notes: | | | | |
| Activities/interactions are appropriate for the subject matter and assist in experiential learning |  |  |  |  |
| Notes: | | | | |
| Speaker’s background and credentials show the individual has experience and education in the topic area described |  |  |  |  |
| Notes: | | | | |

**Please total your ratings here: \_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| What differentiates this proposal from other submissions in the same area of focus? |
| What is your previous experience with this presenter? |
| Other Notes: |