

## Accidental Library Technology Trainer: Self-assessment Checklist

Use this checklist to identify any of your skills or abilities that need improvement.

<ul style="list-style-type: none"><li><input type="checkbox"/> Activity Design: participant centered</li><li><input type="checkbox"/> Activity Design: small group</li><li><input type="checkbox"/> Assessing individual learning needs</li><li><input type="checkbox"/> Audiovisual Use</li><li><input type="checkbox"/> Body Language</li><li><input type="checkbox"/> Checking for understanding</li><li><input type="checkbox"/> Coaching</li><li><input type="checkbox"/> Communicating effectively</li><li><input type="checkbox"/> Creativity</li><li><input type="checkbox"/> Credibility</li><li><input type="checkbox"/> Delivery techniques</li><li><input type="checkbox"/> Empathy</li><li><input type="checkbox"/> Encouraging independence</li><li><input type="checkbox"/> Encouraging Participation</li><li><input type="checkbox"/> Environment—Optimal learning</li><li><input type="checkbox"/> Evaluation techniques</li><li><input type="checkbox"/> Facilitation</li><li><input type="checkbox"/> Flexibility</li><li><input type="checkbox"/> Follow-up</li><li><input type="checkbox"/> Friendly</li><li><input type="checkbox"/> Fun</li><li><input type="checkbox"/> Group dynamics</li><li><input type="checkbox"/> Inspiring</li><li><input type="checkbox"/> Learning Objectives</li><li><input type="checkbox"/> Learning Principles</li><li><input type="checkbox"/> Learning Styles</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Listening</li><li><input type="checkbox"/> Managing difficult situations</li><li><input type="checkbox"/> Managing Timing/Pace</li><li><input type="checkbox"/> Organizational Skills</li><li><input type="checkbox"/> Outcomes</li><li><input type="checkbox"/> Participant Encouragement</li><li><input type="checkbox"/> Patience</li><li><input type="checkbox"/> People-oriented</li><li><input type="checkbox"/> Practices</li><li><input type="checkbox"/> Presentation skills</li><li><input type="checkbox"/> Problem-solver</li><li><input type="checkbox"/> Project Management Skills</li><li><input type="checkbox"/> Providing feedback to participants</li><li><input type="checkbox"/> Questioning skills</li><li><input type="checkbox"/> Rapport Building</li><li><input type="checkbox"/> Reading learners</li><li><input type="checkbox"/> Reinforcing participant's success</li><li><input type="checkbox"/> Relevant</li><li><input type="checkbox"/> Respect</li><li><input type="checkbox"/> Sharing personal examples</li><li><input type="checkbox"/> Speaking clearly and projecting</li><li><input type="checkbox"/> Staying focused</li><li><input type="checkbox"/> Stimulating learner motivation</li><li><input type="checkbox"/> Strong Introductions</li><li><input type="checkbox"/> Visuals</li><li><input type="checkbox"/> Workshop Planning Skills</li></ul>
<p><b>Ongoing</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Become experts and contribute to the field by writing articles and books</li><li><input type="checkbox"/> Constantly update and improve content based on organizational and participant needs</li><li><input type="checkbox"/> Continuous learning, updating skills and knowledge</li><li><input type="checkbox"/> Incorporate feedback</li><li><input type="checkbox"/> Be a Life-long learner</li></ul>	