

Mastering the Art of Instructor-Led Training Personal Progress Summary

	Sign-Off Initials
1. Prepare and deliver a classroom presentation:	
A. Organized per the Organization Model	
B. Appropriate and clear	
C. Presenter responsive to students' needs	
D. Students achieved objectives	
E. Presenter gave constructive feedback	
F. Eyes, gestures, movement appropriate	
G. Voice and speech appropriate	
2. Write objectives	
3. Describe target population	
4. Debug classroom presentations	
5. Do body diagnosis and prescription	
6. Do voice and speech diagnosis and prescription	
7. Choose optimum media mix	
8. Create audiovisual aids	
9. Handle media	
10. Plan discussion	
11. Lead discussion	
12. Do class Analysis	
13. Devise means of handling difficult students	
14. Prepare and deliver a classroom presentation:	
A. Satisfies all Objective 1, 2, 7, 8, and 9 criteria	
B. Has an appropriate experiential activity	
15. Devise remedies for disasters	