**NEPBIS Direct Observation of Training Quality (DOTQ) – Draft 9.3.16**

|  | | Quality Indicator | Rating | | | | | | | | Comments or n/a |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | Not Proficient  0 | | Minimally Proficient  1 | | Approaching Proficiency  2 | | Demonstrates Proficiency  3 | Exemplary  4 |  |
| **I. Before Training: Preparation (Up to 8 points)** | | | | | | | | | | | |
| 1. | | Prepare to train provided NEPBIS training materials (agenda, workbook, ppts, etc.); and only use these materials/activities when providing a PBIS training (i.e., do *not* add new content themes or topics) |  | |  | |  | |  |  |  |
| 2. | | Include local, culturally and contextually relevant, and purposefully sequenced examples and non-examples |  | |  | |  | |  |  |  |
| **II. During Training: Efficient Delivery of Engaging Training (Up to 80 points)** | | | | | | | | | | | |
| *A. Set expectations for participant behavior (Up to 12 points)* | | | | | | | | | | | |
| 1. | | Clearly state outcomes for day/activity/module and prompt throughout (beginning of each activity) |  | |  | |  | |  |  |  |
| 2. | | Clearly describe how training activities are aligned with outcomes and related to “big picture” |  | |  | |  | |  |  |  |
| 3. | | Remind participants of how to demonstrate respect and responsibility during training |  | |  | |  | |  |  |  |
| *B. Engage in effective training behaviors (TRAIN) (Up to 68 points)* | | | | | | | | | | | |
| 1. | Teach content explicitly | | | | | | | | | | |
|  | 1. Ensure the accuracy of information presented | |  |  | |  | |  | |  |  |
|  | 1. Present with appropriate tone and pacing for training context | |  |  | |  | |  | |  |  |
|  | 1. Use gestures to emphasize key points | |  |  | |  | |  | |  |  |
|  | 1. Speak fluidly and purposefully use wait time (rather than inserting fillers to pause) | |  |  | |  | |  | |  |  |
|  | 1. Use examples/non-examples to teach content | |  |  | |  | |  | |  |  |
|  | 1. Make connections between details and key concepts and skill | |  |  | |  | |  | |  |  |
| 2. | Relate to audience | | | | | | | | | | |
|  | 1. Provide opportunities to respond or audience connections | |  |  | |  | |  | |  |  |
|  | 1. Connect examples/non-examples to audience experiences | |  |  | |  | |  | |  |  |
|  | 1. Use common (i.e., contextually relevant) language | |  |  | |  | |  | |  |  |
| 3. | Adapt presenter behaviors based on audience data3 | | | | | | | | | | |
|  | 1. Assess participant understanding, engagement, and application of content throughout training | |  |  | |  | |  | |  |  |
|  | 1. Actively listen (e.g., reinforcing correct responses; shaping approximations; asking, redirecting, and responding to questions; sharing to emphasize key points) | |  |  | |  | |  | |  |  |
|  | 1. Adjust trainer behaviors to meet needs of audience | |  |  | |  | |  | |  |  |
|  | 1. Adjust training behaviors to meet unexpected and unanticipated conditions (e.g., technology glitches, power outage, challenging questions/behavior) | |  |  | |  | |  | |  |  |
| 4. | Implement to promote meaningful outcomes | | | | | | | | | | |
|  | 1. Assist teams in applying training content to promote meaningful outcomes (i.e., applications that will promote implementation with fidelity) | |  |  | |  | |  | |  |  |
|  | 1. Consistently prompt, monitor, and reinforce steps toward implementation and action planning | |  |  | |  | |  | |  |  |
| 5. | Navigate through the presentation | | | | | | | | | | |
|  | 1. Adhere to overall scope and sequence and integrity of agenda (i.e., follow prompts in materials to balance presentation and activities, achieve training outcomes in specified timeline) and refocus/regroup when needed following disruptions | |  |  | |  | |  | |  |  |
|  | 1. Use prompts to transition and make connections between big ideas, topics, and activities | |  |  | |  | |  | |  |  |

**Summary:**

Thank you for completing your FAQ for the NEPBIS TOT! As previously explained, throughout the NEPBIS TOT experience, we will continue to provide explicit feedback to help you grow as a trainer. At times, that means that we will identify specific areas of improvement, and those will likely be different across trainers and across time. We really appreciate you trusting us to support your training! In that context, please view the following comments as helpful considerations for growth (and praise of where you’re already strong).

***Things that went well:***

***Things to keep working on:***

Thank you for your continued commitment to the NEPBIS TOT experience!