

**TRAINING PROPOSAL SCORE SHEET**

Core Competency Area: \_\_\_\_\_

Training Title: \_\_\_\_\_

Category		Yes/No
<b>Title</b>	Appropriate for content	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Description</b>	Matches the Core Competency Area and training content	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is clear, grammatically correct, and marketable	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Has between at least 50 words, but no more than 100	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Learning Objectives</b>	At least 3 learning objectives are listed	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are written from the perspective of what the participant will be expected to do during the training	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are SMART: specific, measurable, attainable, realistic and time-bound	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are based on sound theories of child development, quality standards, early learning guidelines, and licensing regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Details</b>	Training Language was selected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Training Delivery Method was selected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Length of Presentation was included	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Minimum and Maximum Audience Size was included	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Training Audience was selected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Experience of Audience was selected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Training Methodologies were selected	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Statement of qualifications was included and trainer is qualified to train in this area	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Instructional Plan/Outline</b>	Lists/states benefits to target audience	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Supports learning objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Content described is based on sound theories of child development, quality standards, early learning guidelines, and licensing regulations	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Content described links theory and practical application	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Content described reflects a commitment to recognizing diversity among children and families	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Includes how the training methodologies/learning activities are to be used throughout the training	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Includes a sequence of the training, including how much time is allotted to each topic/activity	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sample Handout(s)</b>	Is appropriate for target audience	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Supports the learning objectives	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Looks professional and is easy to use	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Includes complete reference/copyright information	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Review Date:</b>	<b>Reviewers Initials:</b>	<b>Proposal Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Deferred