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TDP.4

DEVELOPMENT AND EVALUATION OF TRAINING DIVISION STAFF

1.0 PURPOSE

To provide for the development and maintenance of an effective and qualified training division instructional staff.

2.0 REFERENCES

- .1 NUCLEAR OPERATIONS TRAINING PROGRAM (AP.700).
- .2 Criteria, INPO 82-011 (5-82).

3.0 PROCEDURE

- .1 The Nuclear Training Superintendent shall establish and implement an initial and continuing training program for instructional staff members in accordance with NUCLEAR OPERATIONS TRAINING PROGRAM (AP.700) and DEVELOPMENT AND IMPLEMENTATION OF TRAINING PROGRAMS AND MATERIALS (TDP.5).
 - .1 The training program for the training division instructional staff shall be evaluated in accordance with EVALUATION AND REVISION OF TRAINING PROGRAMS (TDP.6).
- .2 The Nuclear Training Superintendent shall ensure that classroom performance of instructional staff members is evaluated annually in addition to other performance evaluations.
 - .1 The classroom performance of each instructor shall be assessed as part of the annual performance evaluation using Enclosure 1.
 - .2 The completed Enclosure 1 shall be retained in the individual instructors training record and in the training division master files in accordance with TRAINING DIVISION RECORD KEEPING (TDP.7).
- 2+ .3 Annual instructor training evaluation results shall be used as a basis for each instructors continuing training for the following year.
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4.0 ENCLOSURES

- .1 Lecture Evaluation Form

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ENCLOSURE 4.1
LECTURE EVALUATION FORM

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INSTRUCTOR'S NAME: _____ DATE: _____

LESSON TITLE: _____ LESSON PLAN NUMBER: _____

CLASS SIZE: _____ LOCATION: _____

EVALUATOR'S NAME: _____

COURSE TITLE: _____

NUCLEAR TRAINING SUPERINTENDENT: _____ OVERALL EVALUATION: _____

	Excellent	Good	Fair	Poor	Notes
INSTRUCTOR:					
Personal Traits					
A. Appearance					
B. Enthusiasm					
C. Choice, use of word					
D. Enunciation					
E. Quality, volume of voice					
F. Eye contact					
G. Body Mannerisms					
Relationship with Students:					
A. Distribution of questions, attention					
B. Knowledge of names					
C. Class control					
D. Attentive to feedback					
E. Responsive to needs, difficulties					
F. Tact					
G. Use of humor					
LESSON:					
Introduction:					
A. Establish learning goals					
B. Motivation, interest arousal					
C. Establish relevance, importance of topic					

	Excellent	Good	Fair	Poor	Notes
Presentation:					
A. Logical					
B. Clarity of explanation					
C. Explanation of unfamiliar terms					
D. Attention to previous knowledge level of students					
E. Effective utilization of training aids					
F. Questioning technique					
G. Emphasis on 'why' and 'application'					
H. Accuracy of technical content					
I. Allow for proper note taking					
Conclusion/Evaluation:					
A. Adequacy of summary					
B. Accomplishment of the objectives					
Preparation:					
A. Clarity of objectives					
B. Choice of methods and materials					
C. Readiness of equipment, facilities					
D. Quality of hand-outs, transparencies, etc.					
General Characteristics:					
A. Use of lesson plan					
B. Use of available time					

EVALUATOR'S GENERAL COMMENTS: