

**CONFIDENTIAL**

**Reference:**

**Re:**

**Date:**

Dear

The above named trainer applicant has given your name as a reference regarding their ability to present an interactive training experience to groups of 25 to 30 child public welfare staff in twelve Bay Area counties. Enclosed is the Bay Area Academy (BAA) brochure to further explain the Academy, its affiliations, as well as it's goals and objectives.

Would you please take a few minutes to complete the following questionnaire and return it to me in the enclosed self addressed stamped envelope. This would be most appreciated. All information that you provide is strictly confidential and is only used for evaluative purposes. You can also visit our website at: [www.sfsu.edu/~bayacad/](http://www.sfsu.edu/~bayacad/) for additional information.

1. How long have you known the applicant and in what capacity?

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2. How often have you observed the applicant train?

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3. What topics have you observed the applicant presenting?

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4. Please check trainer's primary presentation style.

- \_\_\_\_\_ Didactic
- \_\_\_\_\_ Experiential
- \_\_\_\_\_ Balances both experiential and didactic

5. Please rate the following characteristics on a scale of 1 to 5, poor to excellent.

- \_\_\_\_\_ Personable
- \_\_\_\_\_ Friendly
- \_\_\_\_\_ Comfortable Presenting
- \_\_\_\_\_ Creative
- \_\_\_\_\_ Dynamic
- \_\_\_\_\_ Well Organized
- \_\_\_\_\_ Starts and Ends on Time
- \_\_\_\_\_ Global Thinker
- \_\_\_\_\_ Detail Minded
- \_\_\_\_\_ Utilizes Experiential Exercises to Enhance Learning
- \_\_\_\_\_ Trainer is Knowledgeable About Public Child Welfare Issues
- \_\_\_\_\_ Trainer is Knowledgeable About the Common Issues Facing all Levels of CWS Personnel
- \_\_\_\_\_ Trainer Uses Visual Aids Well
- \_\_\_\_\_ Trainer Provides Power Point Presentations
- \_\_\_\_\_ Trainer Provides Excellent Handouts

6. Please list any additional skills that you believe the trainer has.

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7. Please list any areas of improvement that you believe would enhance the trainer's ability to present.

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8. Any additional comments?

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Once again, thank you for taking the time to complete this reference. I greatly appreciate it.

Sincerely,

BAY AREA ACADEMY STAFF