Training Proposal Evaluation Rubric (Cover)

✓	Directions and Guidance:						
	Carefully review the training proposal package and use the attached scoring	g rubric to evaluate the propos	al. (Updated May 2023)				
	Read each indicator description carefully and check the box (score 0-5) that matches your assessment of the proposal.						
	Do not mark in between scores (example 3.5).						
	Score exceptional indicators with a 5.						
	It is required that Reviewers provide a justification for a score of 0 or 3 with designated category. Please include recommendations on how the applicant			n the			
	Total the scores within each category under "Organization, Content, and Pr	esentation."					
	Record the category totals in the spaces provided below.						
	Training Proposals must meet a minimum score of 80 to be approved.						
	Title of the proposed training:						
		Category Scores					
		Organization:/30					
		Content:/45					
		Presentation:/25					
Print I	name of Peer Reviewer:		Total Score:	/100			
I,	, have carefully evaluated the training p	roposal using the criteria estak	olished in the evaluat	ion rubric			
As the	e peer reviewer I am including my signature	and the date	of the comple	ted rubric			

Training Proposal – Scoring Rubric

ORGANIZATION

ORGANIZATION	0	3	4	5	SCORE
CRITERIA					
Written materials including	The training proposal is	The training proposal	The training proposal	The training proposal	
handouts, PowerPoint slides,	very poorly written and	has 3 -5 errors in	has 1 – 2 errors	is very clearly written	
trainer note pages, planning	has 6 or more errors in	grammar, spelling, and	grammar, spelling, and	with no errors in	
template, etc., use quality	grammar, spelling, and	mechanics.	mechanics.	grammar, spelling, and	
writing, grammar, spelling, and	mechanics.			mechanics.	
mechanics.					
2					
Comments:					
Written materials including	Written materials	Written materials	Written materials	Written materials	
PowerPoint slides, handouts,	including PowerPoint	including PowerPoint	including PowerPoint	including PowerPoint	
etc., are consistent with ADA	slides, handouts etc.,	slides, handouts, etc.,	slides, handouts, etc.,	slides, handouts, etc.,	
approved font style, size, color,	do not meet any of the	meet 3 of the 6 criteria:	meet 4 of the 6 criteria:	meet all 6 criteria:	
bullet points, slide numbers,	criteria (ADA approved	(e.g. ADA approved font	(e.g. ADA approved font	(e.g. ADA approved	
readability.	font style, size, color,	style, size, color, bullet	style, size, color, bullet	font style, size, color,	
	bullet points, slide	points, slides numbers,	points, slides numbers,	bullet points, slides	
	numbers, readability).	and readability).	and readability).	numbers, and	
				readability).	
Comments:					1

		1	1	ı
Maintains consistency	Fewer than 2 of the 4	2 of the 4 criteria are	3 of the 4 criteria are	All 4 criteria are
throughout the training proposal	criteria are consistent	consistent with one	consistent with one	consistent with one
description, learning objectives,	with one another	another (training	another (training	another (training
content, and methods.	(training proposal	proposal description,	proposal description,	proposal description,
	description, learning	learning objectives,	learning objectives,	learning objectives,
	objectives, content,	content, and methods).	content, and methods).	content, and
	and methods).			methods).
Comments:				
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Specifies realistic and measurable	None of the learning	Some of the learning	Most of the learning	All the learning
learning objectives (minimum of	objectives are realistic,	objectives are realistic,	objectives are realistic,	objectives are realistic,
3; maximum of 5, and each aligns	written in measurable	written in measurable	written in measurable	written in measurable
with a competency identifier).	terms, and align with a	terms, and each aligns	terms, and each aligns	terms, and each aligns
	competency identifier.	with a competency	with a competency	with a competency
		identifier.	identifier.	identifier.
Comments:				
A minimum of 3	None of the sources	One of the sources cited	Two of the sources cited	Three of the sources
References/Resources cited are	cited are reputable,	is reputable, published	are reputable, published	cited are reputable,
reputable, published within 5-7	published within 5-7	within 5-7 years, and	within 5-7 years, and	published within 5-7
years, from multiple source	years, and appropriate	appropriate for use as	appropriate for use as	years, and appropriate
types, and appropriate for use as	for use as the	the foundation of	the foundation of	for use as the
the foundation of training	foundation of training	training content. Some	training content. Most	foundation of training
content. All handouts, videos,	content. None of the	handouts, videos, and	handouts, videos, and	content. All handouts,
and documents are listed.	handouts, videos, and	documents are listed.	documents are listed.	videos, and documents
	documents are listed.			are listed.
			1	

Comments:					
Timeline allots adequate time for	Timeline allotted for	Timeline allotted for	Timeline allotted for	Timeline allotted for	
content, activities, assessment,	content, activities,	content, activities,	content, activities,	content, activities,	
and evaluation (excluding	assessment, and	assessment, and	assessment, and	assessment, and	
breaks).	evaluation is not at all	evaluation is somewhat	evaluation is adequate.	evaluation is clearly	
	adequate.	adequate.		adequate.	
Comments:					
			Organizat	ion Category Total Score	/30
Overall Comment for Organization:			Organizat	ion category rotal score	
9					

CONTENT

CONTENT CRITERIA	0	3	4	5	SCORE
Training Title is strength-based and appropriately refers to the subject(s) of the training.	Training title is not strength-based.	Training title uses strength-based language but does very little to appropriately refer to the subject(s) of the training.	Training title uses strength-based language and somewhat appropriately refers to subject(s) of the training.	Training title uses strength-based language and appropriately refers to the subject(s) of the training.	
Comments:					
Training Description clearly explains the content of the training, the need for the training, and the benefits to the participants. Comments:	Training description does not explain the content of the training, the need for the training, and the benefits to the participants.	Training description somewhat explains the content of the training, the need for the training, and the benefits to the participants.	Training description explains the content of the training, the need for the training, and the benefits to the participants.	Training description clearly explains the content of the training, the need for the training, and the benefits to the participants.	
Training proposal provides clearly sufficient information specific to training content and objectives. Comments:	Training proposal does not provide sufficient information specific to training content and objectives.	Training proposal provides somewhat sufficient information specific to training content and objectives.	Training proposal provides sufficient information specific to training content and objectives.	Training proposal provides clearly sufficient information specific to training content and objectives.	
3					

		1.1 . 500/ 5.1	A. I 750/ 5.1		
Incorporates learning objectives	Less than 50% of the	At least 50% of the	At least 75% of the	All the learning	
and methods to measure	learning objectives and	learning objectives and	learning objectives and	objectives and methods	
learning.	methods to measure	methods to measure	methods to measure	to measure learning are	
	learning are addressed	learning are addressed	learning are addressed in	addressed in content.	
	in the content.	in content.	content.		
Comments:					
		T	T	T	
Addresses special needs such as	Training content does	Special needs such as	Special needs such as	Special needs such as	
adaptations, modifications,	not address special	adaptations,	adaptations,	adaptations,	
inclusionary practices, person	needs such as	modifications,	modifications,	modifications,	
first language, and ADA	adaptations,	inclusionary practices,	inclusionary practices,	inclusionary practices,	
guidelines for both the	modifications,	person first language,	person first language,	person first language,	
participants and the population	inclusionary practices,	and ADA are addressed	and ADA are addressed	and ADA are addressed	
they serve.	person first language,	in 5% of the content	in 10% of the content	in 20% of the content	
	and ADA guidelines.	and is explained in the	and is explained in the	and is explained in the	
	_	trainer notes.	trainer notes.	trainer notes.	
Comments:					
Addresses cultural sensitivity	Training content does	Cultural sensitivity and	Cultural sensitivity and	Cultural sensitivity and	
and diversity for both the	not address cultural	diversity are addressed	diversity are addressed	diversity are addressed	
participants and the population	sensitivity and	in 5% of the content	in 10% of the content	in 20% of the content	
they serve.	diversity.	and are explained in the	and are explained in the	and are explained in	
		trainer notes.	trainer notes.	the trainer notes.	
Comments:					
Addresses housing insecurity	Training content does	Housing insecurity is	Housing insecurity is	Housing insecurity is	
for both the participants and	not address housing	addressed in 2% of the	addressed in 5% of the	addressed in 10% of the	
the population they serve.	insecurity for both the	content and is explained	content and is explained	content and is	
•	participants and the	in the trainer notes.	in the trainer notes.	explained in the trainer	
	population they serve.			notes.	
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Comments:					
Addresses the targeted Core of Knowledge area(s). Comments:	Content does not match the targeted Core of Knowledge area(s).	At least 50% of the content addresses the targeted Core of Knowledge area(s).	At least 75% of the content addresses the targeted Core of Knowledge area(s).	All of the content addresses the targeted Core of Knowledge area(s).	
Reflects current national standards/guidelines, COMAR regulations, best practices for early care and education, and is appropriate to content and learning objectives.	Content does not reflect current national standards/guidelines, COMAR regulations, best practices for early care and education, and is appropriate to content and learning objectives.	(Must meet 5 in this area)	(Must meet 5 in this area)	Content reflects current national standards/guidelines, COMAR regulations, best practices for early care and education, and is appropriate to content and learning objectives.	
Comments:			Co	ntent Category Total Score	/45
Overall Comment for Content:				The same same same same same same same sam	7.3

PRESENTATION

PRESENTATION	0	3	4	5	SCORE
CRITERIA					
Provides quality materials and handouts that are appropriate, "user-friendly," and include reference information.	Training materials/handouts are inappropriate, unprofessional, not "user-friendly," and lacks reference information.	Training materials/handouts are somewhat appropriate, "user-friendly," professional but do not have appropriate reference information.	Most of the training materials/handouts are appropriate, "userfriendly," professional, and include reference information.	All the training materials/handouts are appropriate, "user-friendly," professional, and include reference information.	
Comments:					1
Content and methods of the presentation are clearly appropriate for the topic and length of the training (example: the number of PowerPoint slides and amount of information contained in each slide).	Content and methods of the presentation are not appropriate for the topic and length of the training.	Content and methods of the presentation are somewhat appropriate for the topic and length of the training.	Content and methods of the presentation are appropriate for the topic and length of the training.	Content and methods of the presentation are clearly appropriate for the topic and length of the training.	
Comments:				,	
Presentation and/or PowerPoint slides include the objectives and summary/wrap-up.	Presentation and/or PowerPoint slides do not include the objectives and summary/wrap-up.	(Must meet 5 in this area)	(Must meet 5 in this area)	Presentation and/or PowerPoint slides include the objectives and summary/wrap- up.	
Comments:					

Training content clearly connects to practical application and meets the needs of participants. Comments:	Practical application is not linked to content and does not meet the needs of participants.	Practical application is somewhat linked to content and the needs of participants.	Practical application is linked to content and the needs of participants.	Practical application is clearly linked to content and meets the needs of participants.			
Methods of delivery clearly reflect a variety of learning styles, are appropriate for adult learners, and promote active learning.	Delivery methods do not reflect a variety of learning styles, are not appropriate for adult learners, and do not promote active learning.	Delivery methods somewhat reflect a variety of learning styles, are somewhat appropriate for adult learners, and somewhat promote active learning.	Delivery methods reflect a variety of learning styles, are appropriate for adult learners, and promote active learning.	Methods of delivery clearly reflect a variety of learning styles, are appropriate for adult learners, and promote active learning.			
Comments: Presentation Category Score //2							
Overall Comment for Presentation:							