

KRI Teacher Trainer - Competency Evaluation Form

COMPETENCY

Definition: An integrated set of skills, abilities, knowledge and behaviors that enables one to perform effectively.

All levels of Trainers-in-Training (TNTs), i.e. Interns, Associates, Professionals and Leads, should use this form for self- reflection and personal assessment. It provides a framework for mentors and TNTs to develop an Individual Development Plan (IDP).

Instruction Guidelines:

1. Assess each competency in relationship to your current Trainer role level.
2. Your ratings should reflect your experiences and skills as a Trainer.
3. Be honest in your self-assessment; recognize both your strengths and areas for enhancement.
4. Suggested Ratings Guideline: A detailed evaluation scale can be found on the next page. While KRI recognizes there are individual differences in the talents that TNTs bring from their life experiences, the EXPECTED level of ratings for each level are:
 - ❖ Interns in the 1 -2 range
 - ❖ Associates in the 2 - 3 range
 - ❖ Professionals in the 3 - 4 range
 - ❖ Leads in the 4 or higher range
5. Not all competencies are required for each role level; for example, some might just apply for Leads. So use “U” for Unknown or “N/A” for not applicable in these cases.
6. You are encouraged to talk with your mentor or other experienced Trainers to gain a deeper perspective or insight into your level of competence before completing your self-evaluation.

The Academy has established these competencies to maintain standards and keep the teachings pure to ensure that the Legacy of Yogi Bhajan is passed on for generations to come.

EVALUATION SCALE

5 - **Mastered** - Uses the behavior successfully with a high level of expertise and understanding; highly skilled, expert, mentors others; Is actively sought out for opinions or input; actively and successfully shares knowledge; Exemplifies this skill or knowledge area to the highest level; Fully competent to teach this skill/knowledge area to others; Lives it! Individuals with Mastery level are RARE and reserved for those demonstrating the highest of skill levels. These individuals may be recognized by the larger community of Trainers as highly competent in key topics passed on from Yogi Bhajan.

4 - **Skilled** - Demonstrates great ability and professionalism; Expertness that comes from training and practice; Excellent grasp of skill or knowledge area; frequently and successfully applies the behavior skillfully or in a professional manner. Skilled individuals typically represent levels of knowledge consistent with many years of successful experience in the delivery of the Teacher Training material. These individuals act as subject matter experts, contributing to KRI's ongoing development of Trainers.

3 – **Effective/ Knowledgeable** - Has practical understanding and experience with this behavior; Familiarity, awareness or understanding gained through experience; Demonstrates a competent level of skill or knowledge. Effective and Knowledgeable individuals are able to deliver course material successfully and continually work to broaden and strengthen their understanding of the teachings.

2 - **Developing** - Possesses some of this skill, partially competent or knowledge area but still learning; Room for improvement; is in the process of practicing the behavior to become more knowledgeable about the use and application of the behavior; Has capability but not fully tested. Individuals developing may teach sections of the Trainer course under direct supervision of their Mentor. They are continuing to gain insight into the full breath of their knowledge and how competencies developed in other capacities might apply to those required of a Trainer.

1 - **Novice OR Not Demonstrated** - Brand new skill/knowledge area or unable to adequately demonstrate the skill/knowledge area. Has not demonstrated during review period; inconsistently demonstrates behavior. Individuals at the Novice level are focused on gaining insight into knowledge and competencies required of Trainers. Insight into knowledge and competencies required of Trainers.

N/A - **Not applicable** - Not currently using this behavior nor anticipating using it in the future; not expected for level.

U - **UNKNOWN** - Unable to rate due to insufficient knowledge.

Table of Competencies

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KRI TEACHER TRAINER COMPETENCY EVALUATION

- I. My name is: _____ Today's Date is: _____
- II. I am completing this evaluation questionnaire as a:
- a. SELF evaluation
 - b. OTHER evaluation (rating of a team member)
- III. My current role level in KRI is: applicant intern associate professional lead
- IV. If rating OTHER, (peer, co-trainer, or mentor) the name of the person I am rating is _____.
- V. If rating OTHER, the current role level of the person I am rating is:
- applicant intern associate professional lead

Definition of Terms

1. Trainees – an applicant accepted in the Aquarian Training Academy (ATA), generally refers to Interns and Associates
2. Participants – a student, mentor or any level of trainer participating in the delivery of the Level I course
3. Team – all members (non-students) of the Level I course responsible for the support and delivery of the Level I course
4. Co-Trainers – any level of Trainer (Intern, Associate, Professional or Lead Professional) delivering the Teachings
5. Trainers – member of the ATA certified at Associate level and above
6. Mentors – Leads or ATA members designated to provide coaching and guidance to trainers-in-training
7. Associates – Trainer role as certified by the Aquarian Academy
8. Interns – Entry level role in the ATA; training to become a Teacher Trainer
9. Student Teachers – Students of a Level I course, specifically during the required practicum exercise
10. Mentorees – member of team participating as part of their development to become a Teacher Trainer in the ATA
11. Staff – members of the team; can include mentors, peers, co-trainers, mentorees and support personnel
12. Students – participants in the Level I course training to become Kundalini Instructors
13. KRI – Kundalini Research Institute staff members and the organization as a whole

1. Inner Awareness

1.1 Self Awareness		Evaluation Scale							Comments & Recommended Development Activities
		5	4	3	2	1	N/A	U	
Knowledge/Skill/Ability Required									
1.1.1	Commit to ongoing personal spiritual development by maintaining a strong sadhana and a daily personal practice of yoga and meditation (e.g. move into shuniya, allow the chiseling process to occur)								
1.1.2	Engage in deep meditation								
1.1.3	Practice self-reflection in order to promote personal growth and refinement								
1.1.4	Understand unique strengths, talents and/or areas for improvement.								
1.1.5	Understand role as teacher trainer; Aware of the impact of decisions and concerns regarding all aspects of a training program								

1.2 Spiritual Connection – Overall Mission		Evaluation Scale							Comments & Recommended Development Activities
		5	4	3	2	1	N/A	U	
Knowledge/Skill/Ability Required									
1.2.1	Surrender to Guru Ram Das as the ultimate teacher <ul style="list-style-type: none"> • Tune into the Golden Chain • Let Guru Ram Das do the teaching 								
1.2.2	Dedicated to keeping the teachings pure and sharing them in the highest spirit of cherdi kala								
1.2.3	Relate respectfully to the Golden Chain; Understand place in the Golden Chain and lineage of teachers; See, treat and inspire trainees as part of the chain								
1.2.4	Understand and connect to the mission of Siri Singh Sahib Yogi Bhajan in order to create the future generations of teachers and trainers to carry on that mission.								

1.3 Continuous Learning and Improvement		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
1.3.1	Seek out and embrace new learning opportunities through study, personal practice and activities to enhance teaching and training abilities, as well as to deepen one's understanding and experience of the teachings								
1.3.2	Open to feedback; take direction and follow leadership allowing the "chiseling process" to continue.								
1.3.3	Willing and able to confront and elevate								

2. Communication

2.1 Communication skills	Evaluation Scale							
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
2.1.1 Demonstrate clear and articulate public speaking, oral presentation and story telling skills; Speak clearly, concisely and professionally.								
2.1.2 Demonstrate multifaceted communication skills								
2.1.2.1 Good Listening skills								
2.1.2.2 Ability to deal with crisis and conflict								
2.1.2.3 Ability to deliver difficult messages with compassion								
2.1.2.4 Ability to maximize impact by adjust communication style to suit audience								
2.1.2.5 Ability to provide positive and constructive feedback								
2.1.3 Invite and manage dialogue.								
2.1.4 Interviewing skills; Behavior based and ability to probe.								
2.1.5 Communicate clearly and effectively in written and visual forms.								
2.1.6 Create opportunities for Q&A and use questioning to engage participation.								
2.1.7 Respond to questions with a balanced understanding of the teachings.								

2.2 Group Facilitation	Evaluation Scale							Comments & Recommended Development Activities
	5	4	3	2	1	N/A	U	
Knowledge/Skill/Ability Required								
2.2.1 Manage group dynamics								
2.2.1.1 Encourage full participation								
2.2.1.2 Manage Small group dynamics								
2.2.1.3 Focus the group towards common goals								
2.2.1.4 Promote mutual understanding among participants								
2.2.1.5 Foster a climate of inclusion where diverse thoughts are freely shared and utilized								
2.2.2 Treat all with respect								
2.2.3 Be aware of the reaction of others and socially perceptive of how you present yourself.								

3. Teamwork

3.1 Team Support	Evaluation Scale							Comments & Recommended Development Activities
	5	4	3	2	1	N/A	U	
Knowledge/Skill/Ability Required								
3.1.1 Understand team dynamics & group consciousness								
3.1.2 Commit to the success of the team; Operate with a true sense of teamwork to advance the power and presence of the team								
3.1.3 Support all trainers; Save face and grace of training team; Avoid <i>public</i> contradiction even if there is a disagreement.								
3.1.4 Participate as an active member of a team: supporting co-trainers; Participate and contribute to meetings, classes and projects								
3.1.5 Extend cooperative attitude to work with people beyond the immediate training team (as needed)								

3.2 Team Teaching and Collaboration		Evaluation Scale							Comments & Recommended Development Activities
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	
3.2.1	Include all members of the team in course vision and goals								
3.2.2	Organize and manage team of trainers to maintain thread of consistency through program.								
3.2.3	Manage the structure of communication throughout the training.								
3.2.4	Understand and establish roles and responsibilities of trainees and co-trainers.								
3.2.5	Understand the structure of communication and accountabilities among the trainees and trainers, mentors, associates and interns.								
3.2.6	Support teammates, offering assistance as needed.								
3.2.7	Solicit and be open to receiving personal feedback								
3.2.8	Inspire a true spirit of cooperation among team members								

3.3 Coaching & Mentoring		Evaluation Scale							Comments & Recommended Development Activities
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	
3.3.1	Facilitate coaching discussions for the Training Team; Arrange for regular feedback sessions								
3.3.2	Actively listen; Reflect back; Summarize and paraphrase for understanding								
3.3.3	Identify strengths and challenges of trainees; Recognize and reinforce individuals' strengths; Recommend strategies for further development								
3.3.4	Provide motivational and formative feedback; Give specific, practical, behavioral feedback to student teachers								
3.3.5	Monitor the progress of mentorees by conducting assessments.								

4. Trainer Development

4.1 Trainer Skills		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
4.1.1	Develop course objectives, instructional tasks;(e.g. Able to formulate and deliver lesson plans, demonstrating clear presentation of material; Create course content (sequencing, instruction, exercises, openings))								
4.1.2	Apply adult learning theory and multi sensory learning; Select and use training/instructional methods and procedures appropriate for the situation								
4.1.3	Ability to handling difficult situations; Has basic knowledge of potential problem areas. Able to spot potential problems and refer students to appropriate resources.								
4.1.4	Utilize training materials (e.g. handouts, learning aids)								
4.1.5	Appear confident and well prepared to teach. Deliver the teachings in an understandable and clear manner; stay on topic.								
4.1.6	Able to maintain a clear, strong, kind, and effective presence when teaching and throughout the entire course. Develops a “presence that works”; Able to see a student’s need, engage, challenge and inspire (poke, provoke, confront and elevate).								
4.1.7	Teach in a manner that has “impact”, able to give an experience								

5. Training Delivery

5.1 Course Facilitation Skills	Evaluation Scale							
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
5.1.1 Able to facilitate a Level 1 course fulfilling all curriculum and practicum requirements with designated time allotment for each topic.								
5.1.2 Recognize personal limitations of competence in any facet of training. Receive feedback, and continue to learn.								
5.1.3 Creatively deliver training topics; Utilize relevant and engaging discourse, interactive exercises, yoga, meditations and instruction to accommodate different learning styles, adapt delivery to audience, and maximize retention and transfer of knowledge and skills.								
5.1.4 Handle interruptions and challenging situations effectively								
5.1.5 Ensure the quality of training through awareness of group and individual conditions (e.g. physical, mental, emotional states) and respond in the moment by adjusting the training in order to effectively deliver material and accomplish objectives.								
5.1.6 Seek, receive and respond to feedback from staff, students, and KRI. Use KRI course goals and student growth as metrics.								
5.1.7 Take responsibility, handle what is needed, keep up and come through while leading others to do the same.								
5.1.8 Effectively guide practicum experience								
5.1.9 Effectively assign topics to other trainers.								

5.2 Student Focus	Evaluation Scale							
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
5.2.1 Teach from a sense of service to others; not ego based								
5.2.2 Anticipate student and trainee needs; modify materials and approach to target audience.								
5.2.3 Understand and facilitate the process of the transformation from student consciousness to teacher consciousness.								
5.2.4 Be committed to deliver the student “all the way.”								
5.2.5 Help students understand Kundalini Yoga as an integrated path. i.e., spiritual aspect beyond just the physical.								

6. Program Planning & Administration

6.1 Business Acumen & Program Planning	Evaluation Scale							
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
6.1.1 Plan and execute a business plan for the program; be fiscally responsible and accountable, including managing a budget indicating how costs, royalty payments and trainer fees will be covered.								
6.1.2 Establish key objectives to focus on during teaching; Maintain the big picture of the Program; Understand how topics fit in with the overall curriculum								
6.1.3 Apply entrepreneurial thinking and sales skills appropriately								
6.1.4 Utilize networking and promotion skills								
6.1.5 Manage multiple tasks or assignments effectively								
6.1.6 Be fair and transparent when determining appropriate levels of compensation for team members.								

6.2 Promotion and Public Relations		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
6.2.1	Communicate benefits and/or value of KRI programs in an ethical manner								
6.2.2	Succinctly convey the essence of Teacher Training to prospective students and the community at large								
6.2.3	Create appropriate (not misleading) marketing materials; Create effective and approved pamphlets, websites and other publicity.								

6.3 Administration skills		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
6.3.1	Able to effectively organize and administer the program (or appropriately delegate administrative tasks) in a timely and accurate manner.								
6.3.2	Ensure compliance with KRI standards and requirements.								
6.3.3	Maintain appropriate documentation concerning student or course data								
6.3.4	Demonstrate professional communication with KRI and the contract office; Work well with KRI through responsive, respectful, and effective communication								

6.4 Organization		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
6.4.1	Organize and prioritize tasks to meet deadlines								
6.4.2	Manage time appropriately								
6.4.3	Presents and organizes material in a systematic manner that make's sense								

7. Leadership

7.1 Leadership		Evaluation Scale							Comments & Recommended Development Activities
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U		
7.1.1 Create an approachable and visible presence; Be available to trainees									
7.1.2 Take on leadership role; assume responsibility to lead the team to get things done									
7.1.3 Using a collaborative and cooperative approach, inspire and challenge others to greatness as set by the Code of Professional Conduct									
7.1.4 Contribute to the creation of a vision for the future									
7.1.5 Take a Lead role in creating a vision for the future through the teachings.									

7.2 Trainer Team Management		Evaluation Scale							Comments & Recommended Development Activities
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U		
7.2.1 Understand the strengths and qualities of the teacher training team; Research and select trainers that best meet overall goals.									
7.2.2 Organize and manage the Trainer Team, including working with individual Trainees, in a manner that maintains consistency through the program and insures that all topics are properly covered and the scope of the work is delivered.									
7.2.3 Be accountable and understand your own personal impact to the team's growth and success.									

7.3 Problem Solving		Evaluation Scale							Comments & Recommended Development Activities
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U		
7.3.1 Recognize that a problem exists and take timely, appropriate action.									
7.3.2 Provide flexible, alternative or optional solutions; Evaluate solution for best fit									

7.3 Problem Solving (cont'd)		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
7.3.3	Inspire others on the team to contribute to the problem-solving process								
7.3.4	Respect and support decisions that are made and move on								

7.4 Ethics and Personal Integrity		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
7.4.1	Naturally do the right thing whether or not others observe or even take notice;								
7.4.2	Abide by Teacher Code of Excellence								
7.4.3	Exemplify the highest character, caliber and consciousness								

8. Relationships

8.1 Building Relationships/Partnering		Evaluation Scale							
Knowledge/Skill/Ability Required		5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
8.1.1	Seek opportunities to collaborate with others; Set common goals								
8.1.2	Maintain professional boundaries while always exhibiting compassion and courtesy								
8.1.3	Set example and inspire collaboration within team; Promote and establish partnerships across the teaching team; Set clear expectations to ensure success								
8.1.4	Address conflicts as they arise								
8.1.5	Use feedback and questioning skills to better understand trainees and trainers								

8.2 Community Building	Evaluation Scale							
Knowledge/Skill/Ability Required	5	4	3	2	1	N/A	U	Comments & Recommended Development Activities
8.2.1 Build community; Not territorial - Work in partnership up, down, and across organizational boundaries;								
8.2.2 Promote and establish partnerships across larger KRI, Sikh Dharma and 3HO communities								
8.2.3 Work to build community; Stay involved with community; Provide service to the community								
8.2.4 Collaborate and interact with other teachers, studios, and international Kundalini events. Show respect for other traditions								