

## SME Training Inventory Checklist

Use this checklist to help identify the strengths and weaknesses of each of your subject-matter experts, and determine in which areas further development is needed.

SME Name: \_\_\_\_\_ Date: \_\_\_\_\_

Skills	Yes/No/ Somewhat	Notes & Areas for Improvement
Possesses & demonstrates a thorough & comprehensive knowledge of the subject.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Confident in knowledge & can explain principles & skills easily.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Knowledgeable about adult learning principles.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Aware of adult learning characteristics.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Has a confident & inviting presence.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Comfortable in front of groups & can facilitate a group.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Comfortable working one-on-one.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Establishes good rapport with others.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Interacts well with others.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Speaks & enunciates clearly. Uses effective voice projection. Maintains a comfortable speaking pace.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Maintains eye contact with others. Uses hand & arm gestures to reinforce points.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Familiar with using audiovisual equipment (flip charts, overheads, PC projector, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	
Enthusiastic about helping others acquire knowledge.	Yes <input type="checkbox"/> No <input type="checkbox"/> Somewhat <input type="checkbox"/>	

*Adapted from Teaching SMEs to Train, ASTD InfoLine, November 1999 – non-copyrighted material*



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