SME TRAINING INVENTORY CHECKLIST

After deciding to use a SME to conduct training, use this checklist to help identify the strengths and weaknesses of your SME trainer candidates.

Skills	Yes	No	Notes
Possesses and demonstrates a comprehensive knowledge of the subject			
Is confident in content area and can explain principles and skills easily			
Is knowledgeable about the way adults learn			
Has a confident and inviting presence			
Establishes a good rapport with others			
Interacts well with others			
Speaks and enunciates clearly, uses effective voice projection, and maintains a comfortable speaking pace			
Maintains eye contact with others and uses hand and arm gestures to reinforce points			
Is familiar with using audiovisual equipment or online technology and tools (such as Google Hangouts or WebEx)			
Is enthusiastic about helping others acquire knowledge			