



SPONSOR ASSESSMENT FOR PUBLIC TRAININGS

Name of Sponsor:

Training name and location:

N = Needs Improvement

F = Fair

G = Good

E = Excellent

ATTITUDE

- _____ Adaptable
- _____ Courageous for the sake of others
- _____ Demonstrates humility: willing to celebrate and fully own what is working, and eager to seek understanding and feedback on what is not.
- _____ Passionate for the vision

LEADERSHIP

- _____ Holds themselves and the team to high standards and responsibility
- _____ Communicates expectations and vision clearly to the team
- _____ Willing to have difficult conversations for the sake of the person and the vision
- _____ Lives out the reality that the vision cannot be accomplished without God and others

ATTENTION TO DETAILS

- _____ Sees that team members understand and take ownership of every part of their job role(s)
- _____ Rigorous and diligent in preparations
- _____ Ensures that all post-training details are met on time and with accuracy

ENROLLMENT

- _____ Lives and enrolls with urgency
- _____ Demonstrates a life committed to creating and investing in community before, during, and after the training
- _____ Committed to the following when enrolling into the training:
 - Support in getting clear about what matters most to them
 - Gives the full and complete details necessary to decide
 - Willing to take risks for the sake of person and for the relationship
 - Intentional and disciplined in follow-through for clarity on a yes/no

TRAINER CARE

- _____ Gave forethought to trainer needs far in advance and allocated monies for this purpose in the budget upfront
- _____ Reached out to the Trainer(s) in advance to ensure they have the info needed for booking flights and that the Food role person checks in for food needs and preferences
- _____ Demonstrated thoughtfulness, discipline and hospitality in their job of taking care of all Trainer needs regarding the following:
 - Travel, food/meals, accommodations
 - Specific and sometimes unexpected or urgent requests by the Trainer
 - Creating a general sense of being cared for, served, and valued

FISCAL RESPONSIBILITY

- _____ Worked diligently at the start to outline every projected item in a budget and included break-even estimate with multiple registration scenarios and financial margin for any higher-than-expected pricing
- _____ Considered what might be possible to sow back into the ministry and encouraged the team to consider giving financially in the offering as well
- _____ Made all of the following payments no later than the final day of training:
 - Trainer(s) fee, Coach fee, Admin fee
 - Book(s) fee (if sponsoring a TL)
 - Travel reimbursements
 - Any follow-up Trainer travel invoice items to be reimbursed in full the week following the training

ANY ADDITIONAL COMMENTS:

Name of the Assessor:

Role of the Assessor:

Today's Date: