



AMC Berkshire Chapter
Leader-in-Training Evaluation Form

Name _____ Email: _____
 Address _____ Phone _____
 Activity Committee: _____

TRIP #1 – LEADER-IN-TRAINING (LIT) WILL OBSERVE THE GROUP AND TAKE AN ACTIVE CO-LEADER ROLE IN THE TRIP.						
Leader Instructor will include the LIT in any leadership activities the Leader Instructor and LIT feel comfortable with, including trip planning, logistical preparations, etc. The leader instructor should discuss methods used in participant screening.						
DESTINATION:			DATE:			
LEADER INSTRUCTOR:			CO-LEADS			
THE LEADER-IN-TRAINING...(Check The Appropriate “YES” Or “NO” Box) Indicate Co-Lead#1 or #2			1	2	1	2
			YES		NO	
1.	Has appropriate gear (individual and group, if applicable)					
2.	Has fitness level appropriate for the activity level					
3.	Has experience in the activity level					
4.	Is prompt at the meeting location					
5.	Shows good attitude					
6.	Communicates with the participants					
	6a. Listens to concerns					
	6b. Attends to participant needs					
	6c. Is non-forceful with requests (Note: In certain situations, it may be appropriate to be direct; if this is the case, please note in the comments section)					
	6d. Encourages in a positive, situation appropriate manner					
7.	Is aware of participant physical condition					
8.	Brings concerns about participant’s condition to leader’s attention					
9.	Demonstrates safety practices					
10.	Observed the leader’s trip management techniques					
11.	Discussed leadership techniques with leader					
12.	Discussed group dynamics with leader					
TRIP # 1 LEADER INSTRUCTOR SIGNATURE:						
TRIP #1 LEADER INSTRUCTOR PLEASE WRITE COMMENTS HERE (ADD SPACE AS NEEDED):						



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TRIP #2 – LEADER-IN-TRAINING (LIT) TAKES FULL CONTROL OF THE GROUP

Leader Instructor will permit the LIT the opportunity to conduct all phases of the leadership process from the activity’s selection to its successful completion. The Leader Instructor will be present at each step in the process to lend support and guidance. If at any time the Leader Instructor concludes that the trip is at risk (for safety or logistical reasons, or due to the inexperience of the co-leader or the participants), it is the Leader Instructor’s responsibility to step in and assist in redirecting the activity back into a positive situation.

DESTINATION:		DATE:			
LEADER INSTRUCTOR:		CO-LEADS			
THE LEADER-IN-TRAINING...(Check The Appropriate “YES” Or “NO” Box)		1	2	1	2
		YES		NO	
13.	Has thoroughly researched and planned out the trip route (i.e. scoped, has bailout plan, knows about seasonal weather hazards for the area)				
14	Has written up the trip description per Chapter & Activity Committee guidelines; provided to Leader Instructor for input on the AMC’s online trip database				
15.	Has screened participants before the trip via email or phone				
	15a. Collected participant’s contact information				
	15b. Established dialogue with participant				
	15c. Asked questions to determine participant’s level of physical activity, medical history, etc.				
	15d. Used information to determine if distance, pace and level of difficulty of activity suited the participant to the activity				
	15e. Determined if participant has needed gear				
	15f. If participant was not suited for activity, (too easy or too difficult) suggested another hike more suited to his abilities				
16.	Pre-trip written communications:				
	16a. Has clearly set expectations (distance, pace, natural conditions such as terrain or white water rapids ratings, expected weather)				
	16b. Has specified the required gear				
	16c. Has set an appropriate meeting place and start time				
17.	Showed good group introductions at the meeting location				
18.	Checked participants for proper gear at the meeting location				



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DESTINATION:		DATE:			
LEADER INSTRUCTOR:		CO-LEADS			
THE LEADER-IN-TRAINING...(Check The Appropriate "YES" Or "NO" Box)		1	2	1	2
		YES		NO	
19.	Sets expectations for group prior to trip departure				
20.	Effectively discusses trip etiquette				
21.	Effectively discusses group safety				
22.	Facilitates an appropriate group pace				
23.	Determined appropriate group breaks				
24.	Set a reasonable turnaround time				
25.	Effectively observes participants for signs of problems. See #6 above for details.				
26.	Demonstrated appropriate navigation/route finding skills				
27.	Turned in Release Form to Leader Instructor post trip				
28.	This candidate needs additional co-leads and I do not recommend for leadership at this time				
29.	This candidate does not need additional co-leads and I recommend for leadership at this time				
	Comments:				
	TRIP #2 LEADER INSTRUCTOR SIGNATURE:				
	Date:				