

Worcester Chapter AMC  
 Leadership Committee  
**Leader-in-Training Evaluation Form**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ACTIVITY COMMITTEE (CIRCLE ONE): CYCLING, HIKING, PADDLING, SKIING,  
 TECHNICAL CLIMBING

**INSTRUCTIONS:**

The Leader Instructors and the Leader-in-Training (LIT) should review the current leadership requirements for the specific activity. The current leadership guidelines are available on the Chapter's Leadership page at <http://amcworchester.org/leadership.htm#FormsGuides>.

**TRIP #1 LEADER INSTRUCTOR:**

Complete for co-lead #1 the section for Trip #1 items 1-12, sign, and add additional comments on the LIT's strengths and areas on which the LIT needs to focus on the 2nd co-lead. Send completed form to the Leadership Chair and the Activity Chair (see below for their contact information).

**TRIP #2 LEADER INSTRUCTOR:**

Complete for co-lead #2 the section for Trip #1 items 1-12 and the section for Trip #2 items 13-28, sign, and add additional comments on the LIT's strengths and areas on which the LIT needs to focus, if applicable. Send completed form to the Leadership Chair and the Activity Chair (see below for their contact information).

If you have questions about this form, please contact the Leadership and/or the Activity Chair.

<i>Please send completed form to:</i>	
<i>Leadership Chair – Debora Herlihy</i> <i>Scan form and e-mail:</i> <a href="mailto:debora_herlihy@yahoo.com">debora_herlihy@yahoo.com</a> <i>Or mail: 27 Walker Ave., Ext. Milford,</i> <i>MA 01757</i>	<i>Activity Chair (contact info.): Activity Chair</i> <i>to fill in their information when they provide</i> <i>the form to the leader mentors.</i>
<i>Phone: 508/380-1193</i>	<i>Scan form and e-mail:</i> <i>Or mail:</i>  <i>Phone:</i>

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<b>TRIP #1 – LEADER-IN-TRAINING (LIT) WILL OBSERVE THE GROUP AND TAKE AN ACTIVE CO-LEADER ROLE IN THE TRIP.</b>						
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.						
<b>DESTINATION:</b>			<b>DATE:</b>			
<b>LEADER INSTRUCTOR:</b>			<b>CO-LEADS</b>			
THE LEADER-IN-TRAINING... (Check The Appropriate “YES” Or “NO” Box)			<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>
			<b>YES</b>		<b>NO</b>	
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 participants’ physical condition					
8.	Brings concerns about participants’ 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					
<b>TRIP # 1 LEADER INSTRUCTOR’S SIGNATURE:</b>						
TRIP #1 LEADER INSTRUCTOR PLEASE WRITE COMMENTS HERE (ADD SPACE AS NEEDED):						

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<b>TRIP #2 – LEADER-IN-TRAINING (LIT) TAKES FULL CONTROL OF THE GROUP</b>							
Leader instructor will permit the LIT the opportunity to conduct all phases of the leadership process from the activities 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.							
<b>DESTINATION:</b>				<b>DATE:</b>			
<b>LEADER INSTRUCTOR:</b>				<b>CO-LEADS</b>			
THE LEADER-IN-TRAINING...(Check The Appropriate “YES” Or “NO” Box)				<b>1</b>	<b>2</b>	<b>1</b>	<b>2</b>
				<b>YES</b>		<b>NO</b>	
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 for input on the AMC’s online trips database						
15.	Has screened participants before the trip (n/a for show „n go trips; may need to screen at the meeting location in this instance)						
16.	Pre-trip 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 equipment at the meeting location						
19.	Sets expectations for group prior to trip departure						
20.	Is good at discussing trip etiquette						
21.	Is good at discussing group safety						
22.	Sets an appropriate group pace						
23.	Determined appropriate group breaks						
24.	Set a reasonable turnaround time						
25.	Is good at observing participants for signs of problems (See #6 above for detail.)						

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26.	Demonstrated appropriate navigation / route finding skills				
27.	Turned in Release Form to Activity Chair post trip				
28.	The Leader-in-Training requires more training (contact Leadership Chair to further discuss)				

TRIP # 2 LEADER INSTRUCTOR'S SIGNATURE:

TRIP #2 LEADER INSTRUCTOR PLEASE WRITE COMMENTS HERE (ADD SPACE AS NEEDED):