# Training Cadre Selection Tips

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

## Required Competencies

| Check Box | Competency |
| --- | --- |
| [ ]  | Experience or comfort with facilitation or leading trainings |
| [ ]  | Experience working in the same or a very similar environment (e.g., in the school environment or in similar organizational structures) |
| [ ]  | Competence in their field |
| [ ]  | Subject matter expertise in work directly and/or indirectly related to the work the cadre will be performing |
| [ ]  | Track record of performance or being a change agent in a relevant subject area |
| [ ]  | Knowledgeable of the resources and partners in their region/organization |
| [ ]  | Skilled in relationship building |
| [ ]  | Relatable to administrators, organizational staff, parents, students |

## Essential Characteristics

| Check Box | Characteristic |
| --- | --- |
| [ ]  | Passionate, resilient, dedicated |
| [ ]  | Reliable, trustworthy |
| [ ]  | Motivated, enthusiastic |
| [ ]  | Open-minded |
| [ ]  | Cooperative and works well with others |
| [ ]  | Relatable to administrators, organizational staff, parents, students |
| [ ]  | Flexible schedule |
| [ ]  | Hardworking |
| [ ]  | Effective communicator |

## Potential Red Flags

When selecting cadre members, it is important to avoid selecting individuals:

* With whom it tends to be challenging to communicate (e.g., it is hard to get in touch with them)
* Who have unsupportive employers (e.g., supervisor will not permit travel)
* With insufficient expertise or knowledge relevant to the work of the cadre