

evaluation of training and learning

These instruments for training and learning evaluation and follow-up were developed by W Leslie Rae MPhil, FITOL, Chartered FCIPD, who is an expert in this field, and author of over 30 books about training and learning. These materials are free for personal and organizational use subject to the terms stated (basically, retain the copyright notice, accept liability for any issues arising, and don't sell or publish the materials).

This document contains the essential end-of-programme validation, feedback and follow-up instruments: most ready for use, others for you to develop to suit your own situation.

You will make better use of these systems if you read the section on training and learning evaluation on www.businessballs.com.

Instruments such as the ones included here are the most effective way of:

- a) determining what the participants have learned
- b) giving the learners time to reflect on their learning during the programme prior to their completion of their post-training personal action plan
- c) getting useful feedback in an organized manner, to help with future training planning, and
- d) ensuring trainees and learners follow-up their training with relevant actions to apply, improve, develop and reinforce learning attained.

The document contains two alternative learning evaluation instruments; two suggested approaches to post-training personal action planning, and four types of 'reactionnaire' for post-training feedback.

tools included:

- Evaluation of Learning Questionnaire (LQ) - ready to use
- Evaluation of Key Objectives Learning Questionnaire (KOLQ) - guide
- Action Plan template and instruction - ready to use
- Four separate and different 'Reactionnaires' - to suit different situations

about 'reactionnaires'

It is often valuable to obtain the reactions of training participants to matters outside the evaluation of the learning itself, eg., domestic arrangements, style and pace of training delivery, training administration, etc.

By using a well constructed and effective 'reactionnaire' (not a tame 'happy sheet', skewed to prompt favourable comments) useful data can be obtained to help plan future training.

It is not necessary to have this type of feedback completed after every course or programme. Use 'reactionnaires' for the first two or three times that a new programme or course is run, to enable fine tuning and to identify problem areas.

evaluation of learning questionnaire (LQ)

Please consider the learning programme that you have attended and complete the following. Be completely honest in your assessments and answer the questions as fully as possible, continuing on a separate sheet if necessary. You will find your reflections helpful in the completion of your Action Plan.

LQ Part I - Learning

To what extent do you feel you have learned from the programme? (Please ring the score number that you feel most closely represents your views)

Learned a lot

6	5	4	3	2	1
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Learned nothing

If you have rated 6, 5 or 4 please describe a) what you have learned and b) what you intend to do with this learning on your return to work.

If you have rated 3, 2 or 1, please state as fully as possible the reasons why you gave this rating.

LQ Part II - Confirmation of Learning

To what extent do you feel you have had previous learning (perhaps some you have forgotten) confirmed?

Confirmed a lot

6	5	4	3	2	1
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Confirmed little

If you have rated 6, 5 or 4, please describe a) what has been confirmed and b) what you intend to do with this learning on your return to work.

If you have rated 3, 2 or 1, please state as fully as possible the reasons why you gave this rating.

LQ Part III - Non-learning

What have you NOT learned that you needed to and /or expected to learn during the programme? Please describe fully any items.

LQ Part IV - Any other comments

evaluation of key objectives learning questionnaire (KOLQ)

This instrument is a more specific alternative to the LQ where you want to determine the learning of the particular content and objectives of the programme. You should identify from the training programme planning activity what are the main objectives of the programme (which, of course, every programme should have). These can be converted into a format of questions seeking information on the extent to which the learners feel that they have learned in each key objective area. While being more specifically related to the learning, this method obviously takes greater effort in preparation since a different KOLQ will have to be produced for each different programme.

Part of a KOLQ for, for example, an interpersonal skills programme might be:

1. To what extent have you learned on the course about your behavioural skills?

A lot 6 5 4 3 2 1 Nothing

If you scored in the range 3 to 1, please comment why you have given this rating.

2. To what extent have you learned on the course about how much you contribute to group discussions?

A lot 6 5 4 3 2 1 Nothing

If you scored in the range 3 to 1, please comment why you have given this rating.

3. To what extent have you learned on the course about non-verbal communication?

A lot 6 5 4 3 2 1 Nothing

If you scored in the range 3 to 1, please comment why you have given this rating.

and so on.

action plan - template and instruction

the action plan format

It is essential that at the end of every learning event, all learners should complete an action plan based on what has been learned or has been reminded. When learning is applied when the trainee returns to work, the new skills and knowledge develop, reinforce their new abilities, and the organization benefits from improved performance. Learning without meaningful follow-up and application is largely forgotten and wasted.

Learners should be guided to produce action plans that:

- are simple and straightforward
- are clear and unambiguous
- contain items that can be implemented by the learner at work, with or without support
- or any resources that might be available
- contain comments on the methods to be used; the resource required and the timings: start, finish times or dates, for all the action items (use 'SMART' - Specific, Measurable, Agreed, Realistic, Time-bound)

Finally, action plans should be achievable in the context of work demands. Action plans should not contain more items than the learner can handle without undue delay or creating problems at work. If the action list appears to be too complex or long, items should be scheduled for progressive introduction, when prior items have been completed.

personal action plan

action plan item	how to implement	when
1.		
2.		
3.		
4.		
5.		
6.		

(Continue on a separate sheet if necessary)

action plan implementation aid

Complete this sheet for each item included on the action plan:

1. What is the item of learning you intend to implement?

2. By which targets will you measure progress?

3. What barriers might impede your implementation?

4. How will you avoid or negate these barriers?

5. Time: when do you intend to start implementing the item?

6. Time: by when do you intend to complete the implementation of the item?

7. Resources: what resources (people, equipment, extra skills, etc.) will you need to complete the implementation of the item?

8. Benefits: what benefits do you hope will result from your actions (including financials if possible to assess)?

9. **Commitment: when will you and your manager meet a) to discuss the implementation of your plan and b) to review the progress of this action?**

10. Any other comments (continue on a separate sheet if necessary):

reactionnaire 1 (general)

Where scoring number ranges are given, circle the number that you feel most closely represents your views.

1. To what extent do you feel your personal learning objectives have been achieved?

Fully

6	5	4	3	2	1
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Not at all

2. Which of your personal objectives were not achieved, and why?
3. Which parts of the event do you feel will be most useful back at work?
4. Which parts of the event do you feel will be least useful, or not at all useful back at work?
5. Are there any subjects you would have liked to be included?
6. To make way for any additional material what would you omit?
7. How would you rate the programme overall

Very useful

6	5	4	3	2	1
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Little use

Very interesting

6	5	4	3	2	1
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Of little interest

Please state fully why you have given the above ratings.

reactionnaire 2 (specific)

training location/hotel/accommodation/travel

This reactionnaire can be used as a model to customise your own, based on the specific areas on which you wish to obtain the learners' views - eg., administration, accommodation, training facilities, etc.

Circle the score nearest to your views.

bedroom comfort

Good

6	5	4	3	2	1
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 Poor

Why have you given this score?

bedroom facilities

Good

6	5	4	3	2	1
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 Poor

Why have you given this score?

food quality

Good

6	5	4	3	2	1
---	---	---	---	---	---

 Poor

Why have you given this score?

training accommodation - seating comfort

Good

6	5	4	3	2	1
---	---	---	---	---	---

 Poor

Why have you given this score?

training accommodation - facilities

Good

6	5	4	3	2	1
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 Poor

Why have you given this score?

training location - ease of travel

<i>Good</i>	6	5	4	3	2	1	<i>Poor</i>
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Why have you given this score?

other:

<i>Good</i>	6	5	4	3	2	1	<i>Poor</i>
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Why have you given this score?

any other comments:

reactionnaire 3 (general)

Comments are required as well as scores please.

For every item place an 'X' in the scoring box that most closely represents how you feel about the programme. Also, please comment briefly on each item about your reasons for giving this score, particularly if your ratings are 3, 2 or 1.

6 5 4 3 2 1

Stimulating ***Boring***

Please comment briefly why you have given this rating

Useful for my work ***Useless***

Please comment briefly why you have given this rating

Relevant to my work ***Irrelevant***

Please comment briefly why you have given this rating

Good discussions ***Limited discussions***

Please comment briefly why you have given this rating

Flexible structure ***Rigid structure***

Please comment briefly why you have given this rating

Well conducted ***Poorly conducted***

Please comment briefly why you have given this rating

Demanding ***Undemanding***

Please comment briefly why you have given this rating

6 5 4 3 2 1

Challenging **Patronizing**

Please comment briefly why you have given this rating

Well spaced out **Too condensed**

Please comment briefly why you have given this rating

Good use of time **Poor use of time**

Please comment briefly why you have given this rating

Good level of activity **Poor level of activity**

Please comment briefly why you have given this rating

My objectives achieved **My objectives not achieved**

Please comment briefly why you have given this rating

I would recommend the programme to my colleagues

Yes

No

any other comments:

reactionnaire 4 (general - detailed)

Please comment as fully as possible on all relevant items and where scoring ranges are given, circle the score that most closely represents your views.

general

1. To what extent have the objectives of the programme been achieved?

Fully

6	5	4	3	2	1
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Not at all

If you have scored 3, 2 or 1, please comment why you have given this rating.

2. To what extent have your personal objectives for attending the programme been achieved?

Fully

6	5	4	3	2	1
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Not at all

If you have scored 3, 2 or 1, please comment why you have given this rating.

3. To what extent has your understanding of the subject improved or increased as a result of the programme?

A lot

6	5	4	3	2	1
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Little

If you have scored 3, 2 or 1, please comment why you have given this rating.

4. To what extent have your skills in the subject of the programme improved or increased as a result of the programme?

A lot

6	5	4	3	2	1
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Little

If you have scored 3, 2 or 1, please comment why you have given this rating.

5. To what extent has the programme helped to enhance your appreciation and understanding of your job as a whole?

A lot

6	5	4	3	2	1
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Little

If you have scored 3, 2 or 1, please comment why you have given this rating.

6. What is your overall rating of this programme?

Excellent	6	5	4	3	2	1	Poor
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Make any comments on your ratings that you feel will be of help to the designers of this programme.

7. To what extent would you recommend others with similar needs to your own to attend this programme?

Fully	6	5	4	3	2	1	Not at all
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programme administration

8. To what extent was material necessary to the programme provided to you prior to the programme?

Fully	6	5	4	3	2	1	Not at all
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9. What was the level of the instructions given to you to, a) attend the programme, b) complete pre-programme material, c) bring relevant material with you to the programme, d) travel to the training location?

a) **Excellent**

6	5	4	3	2	1
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Poor

b) **Excellent**

6	5	4	3	2	1
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Poor

c) **Excellent**

6	5	4	3	2	1
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Poor

d) **Excellent**

6	5	4	3	2	1
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Poor

Please make any comments you feel would help the designers and administrators of this programme.

10. Did you think that the number of participants on the course was

Too few

Just right

Too many

trainer evaluation

11. Please rate each trainer by placing his/her initials under the relevant score and for each aspect, from (a) to (f).

		Very effective	Good	Not very effective	Not effective
(a)	Knowledge of subject	4	3	2	1
(b)	Organization of sessions	4	3	2	1
(c)	Obvious preparation	4	3	2	1
(d)	Style and delivery	4	3	2	1
(e)	Responsiveness to group	4	3	2	1
(f)	Producing a good learning climate	4	3	2	1

Any other comments:

balance of programme

12. How do you rate the balance between input sessions, activities, discussions, and videos?

Good balance

6	5	4	3	2	1
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Poor balance

Why do you give this rating?

13. How did you feel about the length of the programme?

Too short

Just right

Too long

14. To what extent was the programme logically sequenced?

Well sequenced

6	5	4	3	2	1
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Poorly sequenced

In what way?

15. How did you feel about the pacing of the programme?

Too short

Just right

Too long

16. How effective were the practical activities?

Very effective

6	5	4	3	2	1
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Ineffective

Why do you give this rating?

17. What was the level of time given for (a) the activities and (b) the follow-up discussion?

a) Sufficient

6	5	4	3	2	1
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Insufficient

b) Sufficient

6	5	4	3	2	1
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Insufficient

What level of time would you like to have seen?

18. How knowledgeable and/or experienced are you in the techniques and approaches of training?

Very

6	5	4	3	2	1
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Not at all

In what way?

programme content

19. What did you like best about the programme?

20. What did you like least about the programme?

21. What did you learn from the programme?

22. What did you not learn from the programme that you were expecting to learn?

23. What do you think should be added to the programme?

24. What do you think should be dropped from the programme?

25 To what extent did the programme duplicate what you had learned previously

26. What are your views on the handouts issued?

Excellent quality

6	5	4	3	2	1
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Poor quality

Too many **Just right** **Too few**

Very relevant **Satisfactory** **Not at all relevant**

Any comments on the above ratings?

26. What are your views on the visual aids used?

OHP/Powerpoint slides:

Excellent quality

6	5	4	3	2	1
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Poor quality

Too many **Just right** **Too few**

Well used

6	5	4	3	2	1
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Badly used

Flipchart:

Excellent quality

6	5	4	3	2	1
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Poor quality

Too many **Just right** **Too few**

Well used

6	5	4	3	2	1
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Badly used

training location

27. How do you rate the training establishment?

<i>Excellent</i>	6	5	4	3	2	1	<i>Poor</i>
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If you have rated 3, 2 or 1, please state why.

28. How do you rate the training accommodation (training room, etc)?

<i>Excellent</i>	6	5	4	3	2	1	<i>Poor</i>
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29. How do you rate the service (breaks, refreshments, meals, etc)?

<i>Excellent</i>	6	5	4	3	2	1	<i>Poor</i>
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post-training

30. Has a post-training debriefing meeting been arranged with your line manager?

Yes No

31. If 'No', will you have a post-training debriefing with your line manager?

Yes Don't know No

32. To what extent will you be helped to implement your Action Plans: (a) by your line manager (b) by your colleagues?

<i>A lot</i>	6	5	4	3	2	1	<i>Not at all</i>
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<i>A lot</i>	6	5	4	3	2	1	<i>Not at all</i>
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33. If your line manager does not perform post-programme reviews and follow-up of your action plans, do you agree that the Training Department can contact you for this purpose?

Yes No Don't know

34. Are there any other comments about the training programme that have not been covered and that you would like to make?