

TRAINING EVALUATION WORKSHEET			
LEVEL	WHEN TO MEASURE	WHAT TO MEASURE	MEASURE USED / INSTRUMENT
1	During program (end of day) End of program	Reactions Pace & sequence Relevance (content) Instrument strategies Participant Interaction Facilitator's style Level / quality of discussion Objectives met Environment Knowledge of facilitator Registration process Ease of use (e.g., e-learning user interface)	Questionnaire Individual responses in class Follow-up interviews
2	During the program Pre and post (end)	Is learning taking place? And to what extent? Teaching of content Knowledge of participants	Knowledge tests Performance tests, role plays, case studies Checklists Product tests
3	After the program A few weeks to three months	On-the-job changes in behavior	Performance records Performance contracts Action plans Interviews Observation with checklists
4	After the program Three months to one year	Impact on organization	Action plans Interviews Questionnaires Focus groups Performance contract
5	After the program Three months to one year	Determine monetary value of impact	Control groups Trend line Participant's estimates Supervisor's estimates Management's estimates Use of experts Extant data External studies

Source: Adapted from Donald V. McCain, Ed.D., Performance Advantage Group, Brentwood, TN; 615.377.3050.