

Tool 10-1

Training Room Configuration/Layout

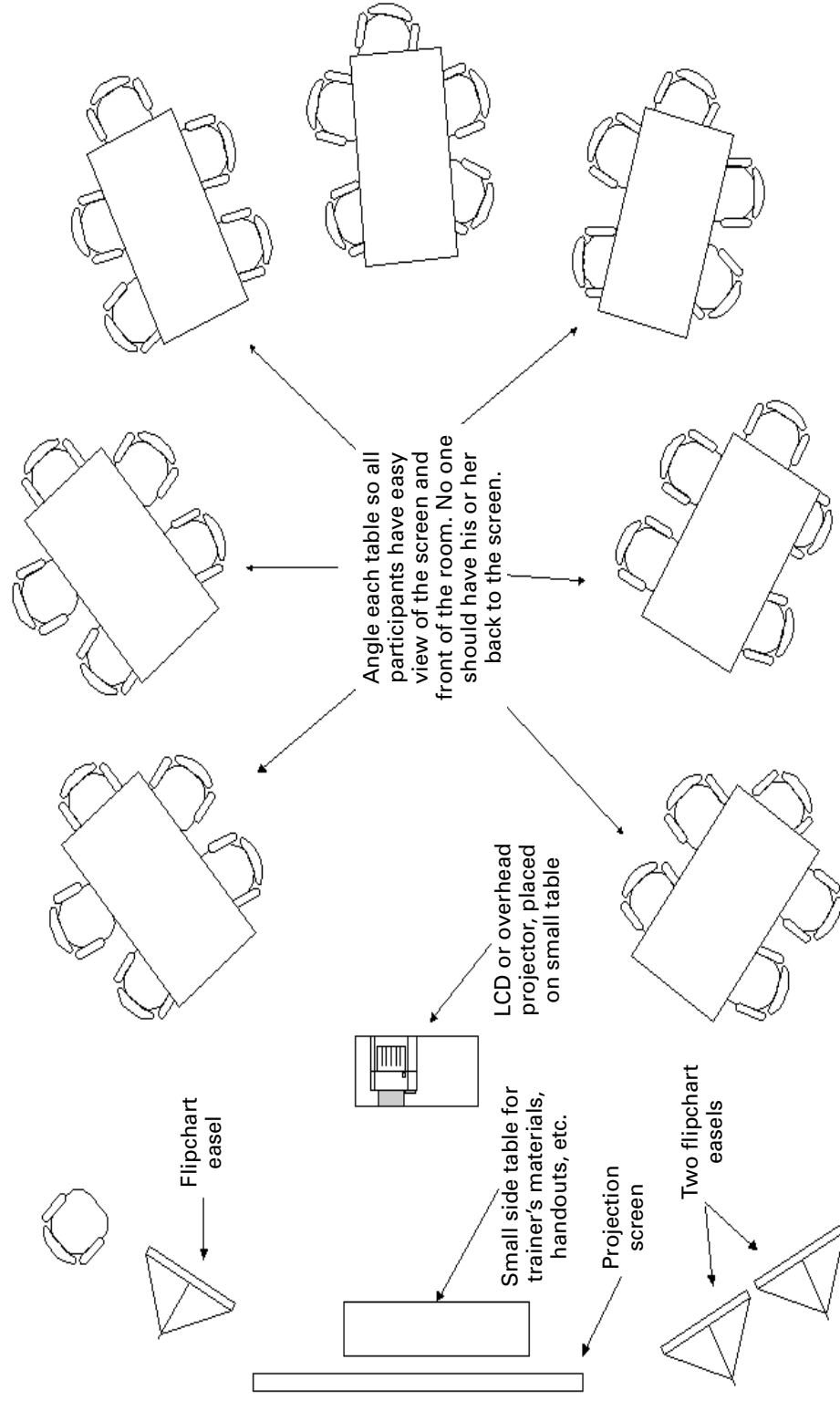


Table for refreshments

Tool 10-2**Ah Ha! Sheet**



Instructions: Jot down the most significant insights, perspectives, and practical ideas that you pick up from this seminar. These Ah Ha's are the ideas, tools, methods, and approaches that you are most likely to remember and put into practice when you return to work. Identify the ideas that will help you transfer your learning from this session to your workplace.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Tool 10–3**Goal-Setting Worksheet**

1. **Learning Objective:** What do I want to learn or what behavior do I want to change as a result of this course?

To what degree do I believe that this program will help me achieve this objective?

Not at all ☐ ☐ ☐ ☐ ☐ ☐ Quite a bit
 1 2 3 4 5 6

2. **Outcomes from Achieving My Learning Objective:** What are the potential rewards or outcomes that I expect to get if I achieve my objective?

To what degree do I believe that achieving my objective will bring about this outcome?

Not at all ☐ ☐ ☐ ☐ ☐ ☐ Quite a bit
 1 2 3 4 5 6

3. **Value of This Reward:** How valuable is this reward? To what degree do I value this outcome or reward?

Not at all ☐ ☐ ☐ ☐ ☐ ☐ Quite a bit
 1 2 3 4 5 6

Tool 10–4**Sample Training Program Evaluation**

Instructions: Your training program reaction sheet should address at least some of the following dimensions of participants' learning experience. Participants are asked to read each statement and respond using this 6-point "agree" scale:

1 = STRONGLY DISAGREE	4 = SLIGHTLY AGREE
2 = DISAGREE	5 = AGREE
3 = SLIGHTLY DISAGREE	6 = STRONGLY AGREE

Logistics or Administrative Topics:

- _____ 1. The pre-session information about the workshop provided useful information on the workshop's learning objectives and desired outcomes.
- _____ 2. The training room was arranged so that it facilitated my learning.
- _____ 3. The training room temperature was comfortable throughout the session.
- _____ 4. I had the knowledge or skills required to effectively participate in this workshop.

Workshop Content:

- _____ 5. The workshop's learning objectives were clearly defined.
- _____ 6. This workshop was timely and relevant—it dealt with an issue with which I am currently dealing.
- _____ 7. This workshop provided practical and useful knowledge and skills that are immediately applicable to my job.
- _____ 8. This workshop provided me new information, ideas, methods, and techniques.
- _____ 9. This workshop helped me achieve my personal learning objectives for this topic.

Workshop Design:

- _____ 10. The participant materials (such as handouts, workbooks, cases) were useful throughout the workshop.
- _____ 11. The way that this workshop was delivered was an effective way for me to learn this topic.
- _____ 12. I had enough time to understand, learn, and integrate the workshop materials.
- _____ 13. The workshop content was logically organized.
- _____ 14. There was a good mix of teaching methods, formats, and audiovisuals that enabled me to learn the course content.

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Tool 10–4, continued**Sample Training Program Evaluation**

Trainer or Workshop Instructor:

- _____ 15. The instructor was knowledgeable in the workshop subject.
- _____ 16. The instructor was organized and prepared.
- _____ 17. The instructor established a good learning environment.
- _____ 18. The instructor was open to participants' questions and concerns and was willing to adjust the program to meet participants' needs.
- _____ 19. The instructor generated active discussion and involvement by participants.
- _____ 20. Overall, I was satisfied with the instructor.

Overall Assessment:

21. Overall, the pace of this workshop was *[circle one]*:

Too fast

Too slow

Just right

22. This workshop *[circle one]*:

Did not meet
my expectationsMet my
expectationsExceeded my
expectations

23. My overall evaluation of this workshop is *[check one box]*:

Very

☐☐☐☐☐☐☐☐☐☐

Poor

1

2

3

4

5

6

7

8

9

10

Excellent

Comments:

24. What I found most helpful from this workshop was . . .

25. Ideas for improving or strengthening this workshop include . . .

26. Additional comments:
-