

# Designing Education and Training Assessment and Evaluation Tools

## *Measuring Effectiveness Ensures Business Success*

*What are the most effective and cost efficient methods to identify the training and education needs for an organization? And, how do you ensure these programs are meeting performance outcome expectations? In this course you will learn how to design, administer, and analyze the results of five primary data collection tools. You will also learn how to conduct on-going validation analyses and assess individual and work-related performance against specifically defined competency objectives.*

**Who Should Attend:** Trainers, managers, human resource development generalists, organization development specialists, and technical specialists who make decisions about training.

**Course Length:** 2 Days

**Student Materials:** *How to Design Education and Training Assessment and Evaluation Tools Participant Guide*, 300 pages.



### **Benefits**

- Use of effective techniques to gather relevant information from internal and external clients to identify training needs and develop competency-based curriculum
- Skills required to immediately identify necessary program revisions
- Assess training effectiveness by incorporating evaluation into your program design and development
- Attain on-going measurements of success to ensure continued value-add learning experiences for participants

### **What You Will Learn**

- Identify risks and benefits of formal and informal data gathering methods
- Examine and use five primary data gathering methods: interview, observations, focus groups archival data and surveys
- Design and use data collection tools including interviews, observations, focus groups, archival data, surveys, and questionnaires
- Use computer based assessment and evaluation methods as a means of gathering data and analyzing results



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- Apply various data gathering techniques to real-life cases that results in collecting the right data in as efficient manner as possible