

Train the Trainer Evaluation Methods

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The upcoming NATE Train the Trainer for individuals interested in becoming instructors for the Susan Harwood grant funded Fall Prevention Worker Training will be evaluated using both quantitative and qualitative methods. The evaluation process is multi-tiered to include the following:

Level 1 Evaluation:

Part of the instruction will include the interactive Turning Technologies Turning Point version 7 imbedded in power points. At the end of section 1 and section 2 teaching techniques, students will be given a combination of multiple choice and true and false questions. This is similar to the level 1 evaluation method being employed in the Fall Prevention Worker training course.

In addition, after each section student teaching will be peer reviewed using the attached evaluation form. There are nine student teaching events. After each teaching event the class is given ten minutes to review the student teachers.

Level 2 Evaluation:

At the end of the five day training students will be asked to complete a review of the training. A copy of this evaluation is attached to this memorandum. This form of evaluation is identical to the form prepared for the Fall Prevention Worker Training course.

Additionally, I have set aside 15 minutes of time for the class to evaluate their learning experience at the end of each day of the Train the Trainer.

If you have any questions regarding our methods of evaluating or need further documentation or clarification, please contact me directly.

Attachments: **2**

ATTACHMENT 1 SELF-EVALUATION FORM

FEEDBACK FORM	
This is a checklist to help you evaluate some of the basic elements in the presentation of student instructors to aid you in giving constructive feedback	
POINTS TO WATCH	OBSERVATIONS
Goal of Lesson Clear? Achieved?	
Techniques Used Effectively Used?	
Introduction Interesting? Clear?	
Use of Lecture Questions? Organized	
Use of Discussion Kinds of questions? Response to comments?	
Use of Audio-Visuals Introduction? Follow-up? Summary?	
Class Participation Involvement of group?	
Teaching Style Lively, Sincere, Eye Contact, Mannerisms, Voice?	

SELF EVALUATION CHECKLIST

Category	Very Good	Good	Fair	Poor
My evaluation skills (especially the informal techniques) are:				
My ability to handle difficult classroom situations is:				
My ability to identify and utilize visual aids (flip charts, handouts, etc.) is:				
My feedback skills in communicating information, opinions, observations and conclusions so that they are understood and can be acted upon are:				
My ability to identify and utilize visual aids ((flip charts, handouts, etc.) is:				
My ability to use questioning skills to gather information, opinions, observations and conclusions so that they are understood and can be acted upon are:				
My ability to use group process skills and see how they influence groups to both accomplish tasks and fulfill the needs of their employees is:				
My Understanding of the difference between a learning need and a learning objective is:				
My ability to effectively use warm-ups or icebreakers is:				
My ability to know how adults acquire and use knowledge, skills, and attitudes and to understand individual differences in learning is:				

ATTACHMENT 2
TRAIN THE TRAINER
FINAL TRAINING COURSE EVALUATION

Instructions to Participant:

Thank you for participating in this training. In this feedback form, there are no WRONG or RIGHT answers. You do not need to put your name on this form – your responses are anonymous. Please respond to ALL the questions below to help us to improve the curriculum, training materials, and the conduct of the training.

For each item below, please circle only a single appropriate response.				
		RESPONSE		
		NOT AT ALL	SOMEWHAT	VERY MUCH
1.	The training was well organized.	0	1	2
2.	The training sessions were relevant to my needs.	0	1	2
3.	The presenters were well prepared.	0	1	2
4.	The presenters were receptive to participant comments and questions.	0	1	2
5.	The exercises helped me to learn the material.	0	1	2
6.	There was enough time to cover all materials.	0	1	2
7.	The training enhanced my knowledge and skills in protecting myself from falls when working on towers.	0	1	2
8.	I expect to use the knowledge and skills gained from this training.	0	1	2
9.	The evaluation forms were simple to use.	0	1	2
10.	The training facilities were adequate.	0	1	2
11.	I would recommend this training course.	0	1	2

Self-Assessment of Learning: think about what you already knew and what you learned during this training about Fall Protection in the Tower Industry. Then evaluate your knowledge in each of the following topic areas **Before and After** this training.

1 = No knowledge or skills

3 = Some knowledge or skills

5 = A lot of knowledge or skills

BEFORE TRAINING					SELF-ASSESSMENT OF YOUR KNOWLEDGE AND SKILLS RELATED TO:	AFTER TRAINING				
1	2	3	4	5	The knowledge and skill to identify various types of fall protection for the tower industry and their components.	1	2	3	4	5
1	2	3	4	5	The knowledge and skill to recognize fall hazards and identify abatement methods for fall hazards	1	2	3	4	5
1	2	3	4	5	The knowledge and skill to define the proper use of fall protection equipment and personal fall arrest systems.	1	2	3	4	5
1	2	3	4	5	The knowledge to select proper climbing paths.	1	2	3	4	5
1	2	3	4	5	The knowledge of OSHA standards.	1	2	3	4	5
1	2	3	4	5	The knowledge, skill and behavioral change to understand JSAs and Pre-climb check lists.	1	2	3	4	5

Please reflect on the training that you just completed and respond to the following:

1. What part of the training was the **most useful** for your work?
2. What part of the training was the **least useful** for your work?

3. Please list three ideas or lessons that you learned during this training that you will take back to your worksite/practice.

a.

b.

c.

4. What information/topics should be added to this training?

5. The technical level of the material covered in the workshop was: (circle one)

Too basic

Just right

Too difficult/too technical

6. How could the course be improved?

7. Other comments:

Thank you for completing this form!