

STEP 15. CONDUCT AN EVALUATION OF YOUR TRAINING EVENT

Evaluation is an essential component of your training program. A post-training assessment will inform you about the strengths and weaknesses of the program, provide valuable feedback to staff and faculty, and give you a basis for making improvements so that future trainings you undertake will be even more effective.

PRE-COURSE TASKS

ACTIVITY 15-A

Determine what types of information, measures, standards, and outcomes you will use to evaluate your training program.

ACTIVITY 15-B

Design forms, questionnaires, pre-tests and post-tests, or other instruments.

Associated Tool #40 Evaluation Form

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #42 Pre-Test

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #45 Post-Test

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #43 Worksheet for Program Modification

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #44 Clinician Questionnaire

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #60 6-month Follow-up Survey

(Source: Francis J. Curry National TB Center, San Francisco)

DAY-OF-EVENT TASKS

ACTIVITY 15-C

Ensure that the appropriate form(s) is/are included in the training portfolio or distributed to the participants.

ACTIVITY 15-D

Encourage participants to complete all of the feedback and evaluation materials. Allow time during the course for participants to write considered responses. Suggest that participants fill out session evaluations as they are given—not all at the end of the day. Explain to participants that turning in these evaluation forms are a requirement to receive CEs/CMEs.

ACTIVITY 15-E

Collect the feedback and evaluation materials at the end of the day or on the final day of a multiple-day training.

POST-COURSE TASKS

ACTIVITY 15-F

Review and summarize the evaluations.

ACTIVITY 15-G

Score the pre-tests and post-tests. Create a spreadsheet that shows cumulative and individual differences between pre-tests and post-tests, by total score and by questions. If many participants are missing the same questions in their post-tests this indicates either your faculty are missing that point or that the question is poorly written.

**Associated Tool #56 Summary of Pre-/Post-Course Scores
Per Participant**

(Source: Francis J. Curry National TB Center, San Francisco)

Associated Tool #57 Pre-/Post-Test Frequently Missed Questions

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 15-H

Convene a meeting of the persons who were involved in planning and producing the training to discuss what went well and what could be improved. (For trainings where participants were program staff, a discussion with their supervisors three to six months following the course to assess longer-term impact can also be valuable.)

ACTIVITY 15-I

Prepare an evaluation report to summarize and document the evaluations, feedback, comments, and suggestions.

Associated Tool #55 Summary of Evaluation Data

(Source: Francis J. Curry National TB Center, San Francisco)

ACTIVITY 15-J

Distribute relevant sections of evaluation report to your training program planners, faculty members, and other appropriate individuals.

ACTIVITY 15-K

Send relevant materials to the organization that co-sponsored your event and/or provided units to participants.

ACTIVITY 15-L

Summarize reports to long-term evaluation tools the Clinician Questionnaire and Worksheet for Program Modification. You can use these answers as a baseline for improvement and survey the same participants at six months to see if your training has an effect on their practice.

Associated Tool #60 6-month Follow-up Survey

(Source: Francis J. Curry National TB Center, San Francisco)