

## Measuring Results From Training Workshop

Although we all know that training can have many amazing benefits, sometimes it can be hard to prove those benefits and attach a dollar value to training. Some topics, like sales training or time management, might have direct, tangible benefits. Other topics, like communication or leadership, might have benefits that you can't put a dollar value on.

Our Measuring Results from Training course, your participants will learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings. Once the training has been evaluated the next step is to modify and updated the curriculum to create a content that is better suited for the participants.

### Workshop Objectives:

- Understand Kolb's learning styles and learning cycle
- Understand Kirkpatrick's levels of evaluation
- Be familiar with many types of evaluation tools, including goal setting, tests, reactionary sheets, interviews, observations, hip-pocket assessments, skill assessments, and learning journals
- Understand when to use each type of evaluation tool
- Be able to perform a needs assessment
- Know how to write learning objectives and link them to evaluation
- Be able to write an evaluation plan to evaluate learning at each stage of the training and far beyond
- Know how to identify the costs, benefits, and return on investment of training
- Be familiar with the parts of a business case



For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Module One: Getting Started**

Workshop Objectives  
Pre-Assignment Review

### **Module Two: Kolb's Learning Styles**

The Four-Stage Process  
Accommodators  
Divergers  
Convergers  
Assimilators

### **Module Three: Kirkpatrick's Levels of Evaluation**

Overview  
Level One: Reactions  
Level Two: Learning  
Level Three: Behavior  
Level Four: Results

### **Module Four: Types of Measurement Tools**

Goal Setting  
Self-Evaluations  
Peer Evaluations  
Supervisor Evaluations  
High-Level Evaluations

### **Module Five: Focusing the Training**

Performing a Needs Assessment  
Creating Learning Objectives  
Drilling Down Into Content

### **Module Six: Creating an Evaluation Plan**

What Will We Evaluate?  
When Will the Evaluation be Completed?  
How Will We Evaluate It?  
Who Will Perform the Evaluation?

### **Module Seven: Assessing Learning before Training**

Workplace Observation  
Objectives Assessment  
Pre-Assignments and Pre-Tests

### **Module Eight: Assessing Learning during Training**

Reviewing Learning Objectives  
Performing Hip-Pocket Assessments  
Quizzes and Tests  
Skill Assessments

### **Module Nine: Assessing Learning after Training**

Evaluation Timelines  
Learning Journal  
Goal Setting  
Additional Methods of Evaluation

### **Module Ten: The Long Term View**

Creating a Long Term Evaluation Plan  
Methods of Evaluation  
Documenting Lessons Learned

### **Module Eleven: Calculating the Return on Investment (ROI)**

A Basic ROI Formula  
Identifying and Measuring Tangible Benefits  
Identifying and Measuring Intangible Benefits  
Calculating Total Costs  
Making a Business Case

### **Module Twelve: Wrapping Up**

Words from the Wise