Tips on Evaluating "Train the Trainer" Workshops

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This document includes some tips and examples for you to consider when you need to evaluate the effectiveness of your Train the Trainer workshop. Please feel free to use or modify any of the material included in this document.

I have provided you with three options for evaluating your workshop. The first option is the simplest and easiest, and can be used to give you basic information about how the participants felt about your training.

OPTION 1: Do not include a Pre-Training Survey. At the end of the workshop, give participants a one-page (double sided) Post-Training Survey that asks them about their perception of the extent to which the training increased (1) their knowledge about the topic, and (2) their ability to train on the topic. If you use this option, be sure to include the demographic questions (which are now at the end of the Pre Survey) to the end of your Post Survey.

OPTION 2: Include the Pre-Training Survey and Post-Training Survey, but without ID numbers. Option 2 includes using the Pre-Training Survey as well as the Post-Training Survey, but mostly as a way for you to learn what participants already know at the beginning of your training [which can be very helpful to know!]. In this option, you will not be comparing individuals' Pre and Post Surveys so you do not need ID numbers.

OPTION 3: Include the Pre-Training Survey and Post-Training Survey, with items testing people's knowledge, and with ID numbers. Option 3 can be used to conduct a more rigorous evaluation, if you have the capability to compare Pre and Post surveys. This is more common when you have a funder who wants more objective indicators that your training really improved people's knowledge. For this option, be sure to include objective "test" items that test people's actual knowledge. In other words, instead of just asking "Do you think you know more about [your topic] since participating in this training?" you would have actual test items to see if knowledge has changed.

General Tips
Keep surveys SHORT. Ideally, they will be one page, two sided.
Allow time for people to complete the surveys, and tell them why their participation is important.
Remind people that the surveys are confidential, and used to improve your trainings.

Using the Templates
The following pages include an example Pre-Training Survey and an example Post-Training Survey for you to modify for your own use. *Tips to you are written in purple italics*, and should be removed from your final documents. Question numbers will automatically reformat as you add items.

We hope you find these templates useful in evaluating your workshops!

<div align="center">

Train the Trainer Pre Evaluation Survey
TEMPLATE

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Section 1

Testing knowledge before a training is optional and depends on the type of training being provided. If you want to increase knowledge about a particular topic (e.g., HIV/AIDS, reproductive coercion) you might want to include some items testing people's knowledge at the beginning of the training. This has two functions:
1) you find out what people already know, so you don't waste time reviewing information unnecessarily
2) you can see if your training actually did increase knowledge

It is helpful to us to understand the level of knowledge people have coming into this training. Please complete the following survey, answering to the best of your ability. Your knowledge (or lack thereof!) is not a reflection on your intelligence, it simply helps us understand what content to focus on in the training and what we can spend less or no time on. So please answer honestly. If you do not know the answer to a question please answer "don't know."

[insert your questions here]

Section 2

Train the Trainers generally have two functions. One is to increase people's ability to train on a topic (questions below). The other may be to increase the knowledge of participants about a particular topic (questions above).

These questions have to do with how prepared you feel to train others on this topic.

Right now:	Not at all	Slightly	Moderately	Very
1. How <u>confident</u> are you that you have the information needed to train others on ….*[topic]*?	1	2	3	4
2. How <u>comfortable</u> would you be in training others about….*[topic]*?	1	2	3	4

Section 3

It is helpful to know who is in your training, and whether responses to items differ by any issues (such as gender, race, years experience, profession). These are examples of the types of questions you might include here.

These last questions will just help us understand who attended this training. Again, all responses are anonymous.

3. How old are you? _____

4. With which gender do you identify?
    Female
    Male

5. What is your racial or ethnic identity? (Check **all** that apply)

    American Indian or Alaska Native
    Asian
    Black/African American
    Latino/Hispanic
    Native Hawaiian or Other Pacific Islander
    White

6. What is your occupation? *(this will depend on your training)*

    employed by a domestic violence service organization
    employed by a … organization
    other: please specify _____

Section 4

If you will be matching responses from pre-surveys to post-surveys you will want to obtain ID numbers from people. Below is an example of how to do this simply and easily, while allowing participants to remain anonymous.

And now, just so that we can match surveys without identifying individuals, would you please create a unique ID made up of the following information:

__ **The first letter of your mother's first name**
__ **The number of living siblings you have**
__ **The first number of your street address**
__ **The last letter of your father's first name**

Thank you for your feedback!

Train the Trainer Post Evaluation Survey
TEMPLATE

Thank you for attending this training event. Please take a moment to complete this brief survey to help us improve upon future trainings. Your responses on this survey are anonymous.

Your first questions can measure the extent to which your training increased people's knowledge about a topic (if that was a goal), and the extent to which they know feel like they have the skills and confidence needed to train on the topic.

To what extent, if at all, did this workshop **increase your knowledge** about:	Not At All	A Little	Somewhat	A Great Deal
7. *[insert your specific item here]*?	0	1	2	3
8. *[insert your specific item here]*?	0	1	2	3
9. *[insert your specific item here]*?	0	1	2	3
10. *[insert your specific item here]*?	0	1	2	3
11. *[insert your specific item here]*?	0	1	2	3
12. *[insert your specific item here]*?	0	1	2	3
13. *[insert your specific item here]*?	0	1	2	3
14. *[insert your specific item here]*?	0	1	2	3
To what extent, if at all, did this workshop **increase your ability** to:	Not At All	A Little	Somewhat	A Great Deal
15. *[insert your specific item here]*?	0	1	2	3
16. *[insert your specific item here]*?	0	1	2	3
17. *[insert your specific item here]*?				

COMMENTS: _____

_____

OVER

These questions have to do with how prepared you feel to train others on this topic.

	Not at all	Slightly	Moderately	Very
18. How <u>confident</u> are you that you have the information needed to train others *[topic]*?	1	2	3	4
19. How <u>comfortable</u> would you be in training others about *[topic]*?	1	2	3	4
20. How <u>satisfied</u> are you with the skills you gained from this training?	1	2	3	4
21. How <u>likely</u> is it that you will train others on *[topic]*	1	2	3	4

COMMENTS: _____
_____
_____

Please circle the response that best describes the overall quality and delivery of the training.

22. Was the information at the training presented clearly?	No	Somewhat	Yes
23. Was there enough time provided for each section of the training curriculum?	No	Somewhat	Yes

COMMENTS: _____
_____
_____

24. What obstacles, if any, will make it difficult for you to train others on this topic?

_____
_____
_____

25. Within the next six months, how many trainings do you anticipate conducting? _____
26. Within the next year, how many trainings do you anticipate conducting? _____
27. Within the next 3 years, how many trainings do you anticipate conducting? _____

COMMENTS: _____
_____

Please answer the following questions to the best of your ability, but if you do not know, please choose "I don't know."

And now, just so that we can match surveys without identifying individuals, would you please create the same unique ID you created for your pre survey:

__ **The first letter of your mother's first name**
__ **The number of living siblings you have**
__ **The first number of your street address**
__ **The last letter of your father's first name**

Thank you for your feedback!