ETL EVALUATION

GUIDING QUESTIONS

1. Is the training in line with what participants need to perform well in team leader roles?

- Brainstorm on the skills and knowledge needed to be an effective team leader. Look at your list and see if all topics are covered in the training! Also, make sure that the most important skills/knowledge gets the most emphasis during the training.
- Is there a need to add new sessions or remove some?

2. Are there any sessions which are too theory focused (i.e., is more than 50% of the time theory)? Ideally, activities should be 70% of the time.

3. Are there any sessions which run longer than expected or have time management issues? Are there any sessions that should be shortened/removed?

4. Are there any sessions that had problems with engaging the learners? Have you noticed any negative dynamic during some activities (boredom, unnecessary frustration, overall misunderstanding, etc.)?

5. Are there any sessions that tell people a lot about what they need to know, but not much on what they need to do?

- Tip: all sessions should have as an objective a new behaviour.

6. Are there any sessions that did not reach the objectives?

7. How did facilitators check that the participants understand the material?

8. Is there a need to make changes to:
(For example, based on negative feedback from participants or facilitators)

- The length of the sessions and the training
- Pre-learning methodology
- Learning methodology for any session or the overall training
- The learning focal point methodology

9. Is there a need to update training materials?
- Are any of the materials outdated?