**Training programme evaluation**

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| **2** | **Key evaluation questions** | **3** | **Assessment elements / Performance criteria** | **5&6** | **Data sources and collection** |
| **Delivery** *The experience of the training programme delivered and relevance to the organisation.* | * The evaluation training programme is delivered effectively
* Training programme objectives are achieved for each segment (different objectives for each training component)
* Training sessions are well attended
 | * Training feedback forms
* Planning documents
* Attendance record of numbers
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| **Effectiveness** *Skills and tools from training utilised and relevant to work programme* | * Participants are able to utilise the tools taught from training
* Participants feel better equipped to fulfil their role
 | * Interviews / surveys with participants post training
* Planning documents
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| **4** | **Framework for assessing performance** |
|  | **Rating** | **Descriptor** |
|  | Excellent: (Always) | Clear example of exemplary performance or great practice. Very few or no gaps or weaknesses.  |
|  | Very good: (Almost Always) | Very good to excellent performance on virtually all aspects; strong overall but not exemplary. |
|  | Good: (Mostly, with some exceptions) | Generally strong performance overall. Few gaps or weaknesses.  |
|  | Adequate: (Barely gets across the line) | Inconsistent performance overall. Gaps or weaknesses have impact, and are not being managed effectively. Meets minimum expectations / requirements. |
|  | Emerging: (Early signs but not yet across the line) | Fair performance given the expected stage of development, some capacity issues still to be worked through, early signs of progress on track for most milestones.  |
|  | Not yet emerging: (Barely any signs of activity or progress, but not causing concern)  | No clear evidence has yet emerged that the element being assessed has been implemented and/or produced any effect, but there is also no evidence of unsatisfactory functioning. |
|  | Poor: Never (or occasionally with clear weaknesses evident) | Clear evidence of unsatisfactory functioning; serious weaknesses across the board on crucial aspects. |
|  | Insufficient evidence | There is insufficient evidence for this criteria. |

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|  **8 Synthesis and sense making** |

# *Key Evaluation Question: How well has the programme been delivered?*

| **Assessment element / Performance criteria** | **Description** | **Rating**  |
| --- | --- | --- |
| * The evaluation training programme is delivered effectively
 | ***Very good rating.*** Workshop session feedback shows that programme delivery has been rated fairly highly (considerable to high degree) in terms of facilitation, content, resources and overall ratings.  |  |
| * Programme objectives are achieved for each segment (different objectives for each component)
 | ***Very good rating.*** The majority of ratings from session feedback forms were considerable to high degree. Group 2 had higher ratings for their session than did Group 1. Overall, objectives were achieved and clearly defined with opportunity to discuss information provided as part of the workshop sessions. |  |
| * Training sessions are well attended
 | ***Excellent rating.*** Records show Attendance rates for sessions so far are high. Overall for Group 1, on average across all workshop sessions attendance has been at 93%. While for Group 2 attendance for session one was 99%. |  |
| **Delivery**  | ***Very good rating overall***.  |  |

# *Key Evaluation Question: How effective the programme is at realising key results?*

| **Assessment element / Performance criteria** | **Description** | **Rating**  |
| --- | --- | --- |
| * Participants are able to utilise the tools taught from training
 | ***Emerging rating.*** Survey feedback indicated that participants had begun to utilise the framework as part of their planning. Although many seemed confident in using it, it was a little early to tell as they had only really started the process.  |  |
| * Participants feel better equipped to fulfil their role
 | ***Emerging rating.*** Participants do feel better equipped to fulfil their role knowing they have an evaluation tool to help them in their work. When asked their ability to readily apply knowledge and skills learned to their role participants rated highly, however, as above it’s still a little early on in the process. |  |
| **Effectiveness** | ***Emerging rating overall***.  |  |