

MEASURING RESULTS FROM TRAINING

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COURSE LENGTH: 1.0 DAYS

Are the skills learned and productivity improvement from training courses commensurate with the training costs? This Measuring Results from Training course teaches you different ways to evaluate training outcomes and how to determine the results that training provides to participants.

This intense course includes the following: Kolb's learning styles & learning cycle, Kirkpatrick's levels of evaluation, types and uses of various evaluation tools (goal setting, tests, reactionary sheets & interviews), how to perform a needs assessment, identifying costs, benefits & ROI on training and much more that will help you attach a dollar value to the training results.

Measuring Results from Training course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout the UK.

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MEASURING RESULTS FROM TRAINING COURSE OUTLINE

FOREWORD

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.

In this course, we will learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings.

OUTCOMES

- ▶ Understand Kolb's learning styles & learning cycle
 - ▶ Learn about Kirkpatrick's levels of evaluation
 - ▶ Become familiar with the many types of evaluation tools including, goal setting, tests, reactionary sheets & interviews
 - ▶ Learn when to use each type of evaluation tool
 - ▶ Be able to perform a needs assessment
 - ▶ Learn how to write learning objectives & link them to an evaluation
 - ▶ Learn to write an evaluation plan
 - ▶ Gain insight into identifying costs, benefits & ROI on training
 - ▶ Develop a business case for training
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MODULES

Lesson 1: Getting Started

- ▶ Icebreaker: Find the Leader
- ▶ Housekeeping Items
- ▶ Pre-Assignment Review
- ▶ Workshop Objectives
- ▶ Action Plans and Evaluations

Lesson 2: Kolb's Learning Styles

- ▶ The Four-Stage Process
- ▶ Accommodators
- ▶ Divergers
- ▶ Convergers
- ▶ Assimilators

Lesson 3: Kirkpatrick's Levels of Evaluation

- ▶ Overview
- ▶ Level One: Reactions
- ▶ Level Two: Learning
- ▶ Level Three: Behaviour
- ▶ Level Four: Results

Lesson 4: Types of Measurement Tools

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

Lesson 5: Focusing the Training

- ▶ Performing a Needs Assessment
- ▶ Creating Learning Objectives
- ▶ Drilling Down Into Content

Lesson 6: Creating an Evaluation Plan

- ▶ What Will We Evaluate?
- ▶ When Will the Evaluation be completed?
- ▶ How Will We Evaluate It?
- ▶ Who Will Perform the Evaluation?

Lesson 7: Assessing Learning before Training

- ▶ Workplace Observation
- ▶ Objectives Assessment
- ▶ Pre-Assignments and Pre-Tests

Lesson 8: Assessing Learning during Training

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

Lesson 9: Assessing Learning after Training

- ▶ Evaluation Timelines
- ▶ Learning Journal
- ▶ Goal Setting
- ▶ Additional Methods of Evaluation

Lesson 10: The Long Term View

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

Lesson 11: 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

Lesson 12: Wrapping Up

- ▶ Words from the Wise
- ▶ Parking Lot
- ▶ Action Plans and Evaluations

WEB LINKS

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- ▶ [View this course online](#)
 - ▶ [In-house Training Instant Quote](#)