PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

Measuring Results from Training

Training is a very important part of your professional development; however, sometimes, it is hard for management to measure how effective the training actually was. A time management course teaches specific skills to implement to save time, but how does your manager know if you've implemented these skills on a daily basis and if you are actually managing your time better?

This Measuring Results from Training course from PD Training will provide management with the essential skills and techniques to assess the progress of the training and determine how effective the training has been. This training course teaches you how to measure both the tangible and intangible benefits of training, allowing you to better calculate the results or return on investment.

This high-energy, dynamic training course is available now throughout Hong Kong.

This Measuring Results from Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote.

What You'll Gain:

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

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: Behavior
- 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

Talk to our expert team

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