

# TRAINING ASSESSMENT FORM

To be used to determine: If training is really needed? If the training was effective?

## **Fact Finding**

**YES**

**NO**

- |  |       |       |
|--|-------|-------|
| 1. Has a training planning meeting been held with the stakeholders?                      | _____ | _____ |
| 2. Has it been determined that there is a "can't do" or "don't know" situation?          | _____ | _____ |
| 3. Has it been determined that there is a new skill required?                            | _____ | _____ |
| 4. Has it been determined that there is a current skill deficiency?                      | _____ | _____ |
| 5. Has there been a similar training session completed on this topic in the past?        | _____ | _____ |
| 6. Has it been determined if the training results will effect other departments and how? | _____ | _____ |

## **Analyze**

- |  |       |       |
|--|-------|-------|
| 1. Has the current skill deficiency been verified? (i. e. Analysis of Results, Analysis of Insp./Surveys, etc.)                    | _____ | _____ |
| 2. Is the training being considered, the result of a specific problem?   | _____ | _____ |
| 3. If the answer to FF #5 is yes, has an analysis/investigation been completed to determine why the past training was ineffective? | _____ | _____ |

## **Customer**

- |  |       |       |
|--|-------|-------|
| 1. Have training results or objectives been set? (What do you expect the trainees to be able to do as a result of the training, that is measurable?) | _____ | _____ |
| 2. Has it been determined what is going to be done differently as a result of the training?  | _____ | _____ |
| 3. Will performance standards be set or change as a result of this training?   | _____ | _____ |

## **Plan of Action**

- |  |       |       |
|--|-------|-------|
| 1. Have training objectives been established for this event?                                   | _____ | _____ |
| 2. Have attendees been identified?   | _____ | _____ |
| 3. Have training dates been set?   | _____ | _____ |
| 4. Has climate setting been incorporated into the beginning of the class?                      | _____ | _____ |
| 5. Has a plan to measure the training results at all 4 levels of evaluation, been established? | _____ | _____ |

## **Deliver the Training Program**

## **Follow up**

- |  |       |       |
|--|-------|-------|
| 1. Have target dates for the follow-up of objectives been set? | _____ | _____ |
| 2. Have standards of performance been identified?              | _____ | _____ |
| 3. Did the skill deficiency decrease or disappear?             | _____ | _____ |