

Improving Laboratory Training through Evaluation

This job aid accompanies the [Improving Laboratory Training through Evaluation](#) course. It provides a summary of how to apply [CDC's Quality Training Standard #6](#), along with exercises to develop an evaluation plan for your laboratory training.

Benefits of Training Evaluation

Training evaluation is a systematic process that involves gathering feedback about training, analyzing the data obtained, and using this information to enhance the training. Its benefits include validating training effectiveness, confirming learning transfer, and informing improvement.

Evaluation Purpose

An evaluation purpose explains why you want to conduct a training evaluation. It can often relate to the performance of a trainer, the accuracy and relevance of the content, or the accessibility of the training.

In the space provided, describe the purpose of your laboratory training evaluation.

Evaluation Question Constructs

Choosing what to evaluate when developing laboratory training will differ depending on the problem being solved, learning objectives, and the needs of the audience. Generally, information gathered from a training evaluation can be categorized into a handful of constructs.

Select one or more constructs from the list below that you will use for training evaluation. Then, in the space provided, list examples of evaluation questions that you can use based on the construct(s) selected.

- Learning:** Measures learners' comprehension of the content
- Relevance:** Measures learners' perception of relevance to their training need
- Characteristics:** Measures specific aspects of the training that impact learning
- Intent to use or apply:** Measures learners' intention to use or apply what they learned
- Training weaknesses:** Identifies improvements that can enhance the training
- Training strengths:** Identifies the successes of the training

For more information, reference the [Recommended Training Effectiveness Questions](#) resource.

Refer to Job Aids disclaimer at reach.cdc.gov/disclaimers#ui-id-6. Find additional free laboratory training resources at reach.cdc.gov.

Evaluation Timeframe

Once the evaluation purpose and question constructs have been selected, you can determine when the training evaluation should occur.

Select one or more time periods from the list below that you will use for training evaluation. Then, in the space provided, describe why you selected to deliver your evaluation then.

- Before and after training During training Immediately after training Follow-up to training

Formal Evaluation

Formative evaluation refers to the evaluation of training during the development process. Evaluating during development allows you to identify issues and make necessary changes before delivering the training.

Select one or more methods from the list below that you will use for formal evaluation. Then, in the space provided, describe how you plan to use it.

- Pilot test Usability test Peer review Checklist Other

Data Collection Methods

Although evaluation methods may differ from training to training, there are common techniques for collecting data. Each technique requires you to consider different methods of measuring effectiveness.

Select one or more methods from the list below that you will use for data collection. Then, in the space provided, describe how you plan to use it.

- Survey Questionnaire Observation Interview Focus group Other

Data Analysis

After collecting evaluation data, it's time to make sense of it all. Use the spaces provided to answer the following questions.

Who will collect and analyze the training evaluation data?

When will the training evaluation data be collected, analyzed, and interpreted?

Which stakeholders will be interested in seeing the training evaluation results?