

Research brief and introduction

As you know we have recently changed our training system to LearnPro during this transition we have reviewed many of our processes around how we schedule, book, advertise and follow up training activities. One area we have not currently reviewed is the way we evaluate our training. Our Project Lead Rachael is currently completing a post-graduate qualification, as part of this she had to pick a business issue review and create a recommendations report on. As we have not yet reviewed our evaluation process this was selected as the topic of the review.

The aim of the review is to understand:

- What evaluation practices are used
- How aware stakeholders are of our evaluation practices
- How stakeholders perceive the importance of evaluating training
- How stakeholders feel our evaluation could be improved

I would like you to tell me about your experiences of being part of our training evaluation process. The questionnaire should take you no more than 15 minutes to complete. Answer the questions in the space provided or by ticking the relevant box/es.

If possible, try to complete the questionnaire at a time when you are unlikely to be disturbed. Please try not to spend too long on a question; your first thoughts are usually the best! Please answer the questions freely. All the information you provide will be treated in the strictest confidence, will be anonymous and individual responses will not be provided to management.

The items in the questionnaire cover information about your opinions. It asks you to consider your experiences of training evaluation on training courses, along with the opportunity to suggest improvements. It also covers any evaluation that your organisation may undertake internally once you have completed a course.

If you have any questions or concerns about your participation in this review and report please contact Rachael on rachael.hughes@gloucestershire.gov.uk.

Thank you for taking the time to complete the questionnaire,

Rachael

Rachael Hughes

Project Lead – Proud to Care

Workforce Development Team, Human Resources,
Block 5, 4th Floor, Gloucestershire County Council,
Shire Hall, Gloucester, GL1 2TG

Tel: 01452 324309

Email: Rachael.Hughes@gloucestershire.gov.uk