



# Designing a Training Evaluation Tool

---

SAMPLE

## Table of Contents

Question Number 1 .....	2
Question Number 2 .....	2
Question Number 3 .....	3
Question Number 4 .....	4
Question Number 5 .....	5
Question Number 6 .....	6
Reference .....	8

**SAWAB**

### Question Number 1

Describe the data to collect

In order to collect data for evaluating of program, evaluators are required to compile information and data needed to answer the evaluation study identified in the earlier phases of design. In the design efforts, evaluators review the evaluation questions considering the type of data required to collect to answer the questions for study. The evaluation is considered as an investigative process and data collection in terms of gathering credible evidence to indicate the performance of program (Kirkpatrick, 2009). The evaluator with stakeholders selects certain approaches that are feasible within time and budget constraints of the project. Evaluators of training program strive to collect data systematically, which is comparable, uniform, precise, clear, and unbiased in such a way that data is correct, valid, unbiased, and complete. In order to collect data, there are many ways such as surveys, document analysis, observation, interviews, and focus groups (McArdle, 2007). Moreover, the evaluators should select the most appropriate approach for evaluating the training program, which includes quantitative data and qualitative data. It is better to consider both types of data because both types of data complement each other. The evaluators collect qualitative data for obtaining complete understanding of complexities to the quantitative information (Chan, 2009).

### Question Number 2

Describe the level of evaluation to be conducted and how you will use the data collected

The evaluation is to be conducted for the second level namely learning because it measures the occurrence of learning in the training program. It provides development of...