

STAFF EVALUATION AND FOLLOW-UP

Staff Evaluation

Each staff member should complete a conference evaluation immediately after the conference. After the staff completes their evaluations, the staff should hold a meeting to discuss the staff and participant evaluations and make any written recommendations about the conference to the council training committee. Print a copy of the Staff Evaluation form for each staff member, and perhaps a few extra.

Recognition

Give immediate recognition after the event. Consider giving an additional recognition to conference participants when they complete their first training presentations. Recognize participants in your council newsletter or through other media. This not only recognizes the participants, but also promotes future trainer development conferences.

Follow-up

Write thank-you letters a day or two after the conference to those who were especially helpful in making the course a success.

Send two copies of the Training Attendance Report to the council service center and one copy to the council training committee. The committee should furnish each district training chairmen a list of trainers who completed the conference.

Trainers who were not able to attend the conference or new trainers recruited when no conference is scheduled for several months should be given personal coaching by a member of the conference staff or another qualified trainer.

Give new trainers the opportunity to visit a training course before they assume their responsibilities on a training team, or before they are given responsibilities for their first session. This will allow them to see an experienced training team in action.

New trainers will also be helped if they go along on a personal coaching session conducted by an experienced trainer before trying to conduct a personal coaching session on their own.

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STAFF EVALUATION

To be completed by each staff member immediately following the conference.

1. Did we meet the learning objectives of the conference? Yes _____ No _____

If not why? _____

2. Did we start on time? Yes _____ No _____

Did we stop on time? Yes _____ No _____

3. Was the facility adequate? Yes _____ No _____

If not why? _____

Recommended site that would be more suitable _____

4. Was the schedule satisfactory? Yes _____ No _____

Recommended changes _____

5. Was the course successfully promoted? Yes _____ No _____

Ways we could improve promotion _____

6. Were the literature, materials and equipment adequate? Yes _____ No _____

Suggested improvements _____

STAFF EVALUATION

7. Were the room arrangements adequate? Yes _____ No _____

Recommended changes _____

8. Were all staff members well prepared? Yes _____ No _____

What could be improved? _____

9. Did the participants have opportunities to learn by doing? Yes _____ No _____

What could be improved? _____

10. Did the training include fun and fellowship? Yes _____ No _____

Ideas for the next conference _____

11. Was appropriate recognition given to participants? Yes _____ No _____

Ideas for the next conference _____

12. What plans are being made to reach trainers who could not attend? _____

