

Memo

Date: 7/17/2024

To: Certification and Training Workgroup

From: Leah Solo, Executive Director

RE: Best practices for Training Evaluations

In discussions about the curriculum for trainings done by certified worker organizations, the workgroup discussed the possibility of providing best practices or sample questions for the evaluation of a training. Below is some suggested language staff has drafted that could be used.

Best Practices

- Generally speaking, consider keeping the evaluation short and easy to read.
- Scales for ratings should be similar throughout.
- Leave an opening for additional feedback, allowing your organization to be open to hear new things.

Sample questions

Question	Answers				
The content of this training helped me understand workplace protections.	Strongly agree	Agree	Neutral- neither agree or disagree	Disagree	Strongly disagree
The person(s) who led the training did a good job.	Strongly agree	Agree	Neutral- neither agree or disagree	Disagree	Strongly disagree
The training was relevant to my working conditions.	Strongly agree	Agree	Neutral- neither agree or disagree	Disagree	Strongly disagree
This was a good use of my time.	Strongly agree	Agree	Neutral- neither agree or disagree	Disagree	Strongly disagree

Please share other comments about the training.	
Please share anything you'd like your trainers to know about your working conditions.	