

Validation & Evaluation of Training

Introduction

Organisations make huge resource allocations to training because better skilled employees increase competitiveness. However competing pressures on organisational resources require the HRD function to justify the allocation of resources to it. This requires measuring the effectiveness of training. The three day workshop on validating and evaluating training equips participants with knowledge and skills to assess the effectiveness of training on the following parameters:

- ◉ Whether training has met its objectives
- ◉ Whether it has been beneficial to the organisation

The workshop enables participants to:

- ◉ Choose and use evaluation instruments
- ◉ Determine evaluation strategies
- ◉ Prepare and present an evaluation report to management

Designed For

The programme is designed for those whose wish to learn about evaluation of training.

Competencies Addressed

- ◉ Ability to evaluate the effectiveness of training.

Workshop Objectives

On successful completion of this workshop, participants will be able to:

- ◉ Describe the various models used for evaluating training
- ◉ Determine the need for validating and evaluating training
- ◉ Design the level of evaluation suited for a particular kind of training
- ◉ Implement the appropriate evaluation strategy for a learning event
- ◉ Develop evaluation tools
Prepare reports for management on evaluation metrics.

Model Reference

- ◉ Kirkpatrick's Four Level Model

Learning Approach

Practical sessions with lectures, hands-on exercises, case studies, and small group exercises.

Duration

3 Days

COURSE OUTLINE

Module 1- Don Kirkpatrick's Four Levels in the 21st Century

- ◉ Foundations for Training Evaluation
- ◉ Aligning training evaluation to business needs
- ◉ Assessment & Evaluation
- ◉ Linking evaluation to the challenges of training
- ◉ Six reasons for evaluation
- ◉ Kirkpatrick's Four Levels of Evaluation
- ◉ Key principles of Four Levels of Evaluation
- ◉ Reversing the Kirkpatrick model
- ◉ Starting with the end in mind
- ◉ Global best practices
- ◉ The Business Partnership model

Module 2 - Level 1 & 2 : Principles, Methods & Tools Challenges

- ◉ Evaluation strategies
- ◉ Ten best methods & tools
- ◉ Best practices
- ◉ Reporting evaluation metrics

Success Stories

- ◉ Tracking Learning Gain

Module 3 - Evaluation Methods and Tools

- ◉ Reaction forms for Level 1
- ◉ Pre test & Post test for Level 2
- ◉ Tools for Level 3 & Level 4
- ◉ Describe the importance of validation & evaluation
- ◉ Describe how the 4 levels work
- ◉ Choose appropriate valuation methods & tools
- ◉ Prepare an evaluation report

Module 4 - Evaluation Metrics Reporting

- ◉ Descriptive statistics
- ◉ Training Evaluation Reports

About the Trainer

[Click here](#) for trainer's details

About The Trainer



Muhammad Rizal Md Zain MBA (AUS), B.Eng (UK), ATP, AEVP

Introduction

Rizal is a consultant with over fifteen years of experience. His work spanned over various positions and responsibilities in management including customer services, operations, maintenance, project planning and project construction.

Speaking Style

Rizal is a self-motivated and innovative consultant, trainer and facilitator. He engages his audience with his participative and learner supportive style.

Professional Experience

Rizal is Senior Manager of SMR Technologies Sdn Bhd. He consults and runs training programmes.

Rizal has worked in a blue chip company in various managerial positions. He was responsible for implementing HRD and Competency Management programmes company-wide.

Practice

Rizal's currently trains in the areas:

- Training Needs Analysis
- Competency Management
- Behavioral Based Interviews
- Train-The-Trainer

Education

- Master in Business Admin (International Management) with Royal Melbourne Institute of Technology (RMIT), Australia, 2007
- Bachelor of Engineering (Hons) in Electrical and Electronic Engineering, University of Brighton, UK, 1993
- National Diploma in Computer Aided Engineering, Brighton Technical College, 1990
- Accredited Training Professional (ATP) from Specialist Management Resources (SMR)
- Pursuing a professional accreditation by the Project Management Institute (PMI)

Personal

Rizal, a Malaysian lives in Kuala Lumpur, Malaysia.

More details

E-mail : rizal@smrhrgroup.com

Web : www.smrhrgroup.com

Registration Form

DETAILS OF PARTICIPANT

Name :

NRIC No. :

Position :

E-mail :

Tel : Mobile No. :

Years of experience in current position :

Meal Option : Vegetarian Non-Vegetarian

NOMINATING OFFICER

Name :

E-mail :

Tel :

Job Title :

Signature :

INVOICE TO BE SENT TO

Name :

Position :

Company :

Address :

E-mail :

Tel :

Fax :

PROGRAMME FEE

Validation & Evaluation of Training

Venue : Kuala Lumpur

Dates : July 27 - 29, 2009

Duration : 3 days

Fee : RM 2,995.00

PAYMENT

Cash

I enclose a cheque for RM :

Made payable to : **SMR Learning & Development Sdn Bhd**

Pay by Credit Card (Term and conditions applies)

Please contact : **603 - 2279 9199** (Finance Dept)

Bank Transfer

Company Name : **SMR Learning & Development Sdn Bhd**

Bank Name : **Malayan Banking Berhad**

Branch : **Dataran Maybank**

A/C No. : **5142 5340 6092**

Swift Code : **MBBEMYKL**

SBL claimable for HRDF contributors

HRDF employer code number :

TERMS & CONDITIONS

Programme fee must be paid in advance.

Note: We will send you a confirmation note on receiving your registration form.

FOR DETAILS AND REGISTRATION

Contact : **SALES TEAM**

Telephone : **603 - 2279 9199**

Fax : **603 - 2279 9099**

E-mail : **info@smrhrgroup.com**

Post or fax your registration form, signed by your nominating officer to :



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Jalan Stesen Sentral 5, KL Sentral, 50470 Kuala Lumpur,
Malaysia.

For more information visit
www.smrhrgroup.com