

2010 | High Impact Training Evaluation



● 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. This two 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 workshop is designed for those whose wish to learn about evaluation 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.

● COMPETENCIES ADDRESSED

Ability to evaluate the effectiveness of training.

● LEARNING APPROACH

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

● MODEL REFERENCE

Four Level Model by Don Kirkpatrick
ROI Model by Jack Phillips

● DURATION

2 days

● WORKSHOP CONTENT

Module 1- Validating & Evaluating Training for the New Millennium

- Aligning to business needs
- Linking evaluation to the challenges of training
- Seven reasons for evaluation
- Begin with the end in mind
- SMR's Business Partnership model

Module 2 - A framework for validation and evaluation of training

- Best practices

Module 3 - Statistics & Measurement tools in Validation & Evaluation

- Metrics for effective reports

Module 4 - Instruments for Evaluation

- Reaction forms
- Constructing tests
- Skills checklists and rating scales / attitude scales
- Using test scores

Module 5 - Evaluation Designs

- Best Practices

Module 6 - Cost Benefit Analysis

- Case studies

● TRAINER

Jimmy Ong

About The Trainer



Jimmy Ong

Introduction	Jimmy is a trained trainer with almost 15 years of experience - helping people learn and perform.
Current Position	He is currently Senior Manager, Consulting of SMR HR Group Sdn Bhd.
Education	<ul style="list-style-type: none">• Penn State University – Talent, Competency and Succession Management (2009)• Steven Covey 7 Habits (2006)• Accredited Competency Professional (2006)• Certificate in Management - ILM UK (2000)• Bachelor's Degree in Economics, Simon Fraser University, Vancouver, Canada (1992)
Working Experience	Jimmy comes from a varied background of exciting experience in an established communications corporation with regional offices where he has gained skills and qualifications managing and leading in the customer service areas, business and organisational planning and resource management, and designing and delivering effective learning solutions. He also has exposure in an energy logistics organisation providing support services to the oil and gas industry. Jimmy was instrumental in helping to start the learning academy at the telecommunication organisation.
Speaking Style	Jimmy shares his rich experience from the years of corporate exposure by turning them into valuable and enriching business solutions for clients in a positive, creative & innovative way and ensures learner retention and motivation.
Practice	Jimmy currently runs training in the areas of: <ul style="list-style-type: none">• Customer Service Excellence• Leadership Development• Human Capital Development• Project Management• Talent Management• Competency Management• Succession / Career Management
Personal	Jimmy, a Malaysian lives in Kuala Lumpur, Malaysia with his family.
More details	E-mail : jimmy@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 (if applicable)

Name : _____

E-mail : _____

Tel : _____

Job Title : _____

Signature : _____

INVOICE TO BE SENT TO

Name : _____

Position : _____

Company : _____

Address : _____

E-mail : _____

Tel : _____

Fax : _____

WORKSHOP FEE (Please tick)

High Impact Training Evaluation

[] Date : 29 - 30 April 2010

Venue : Kuala Lumpur, Malaysia

Fee : MYR 2,000

[] Date : 5 - 6 August 2010

Venue : Kuala Lumpur, Malaysia

Fee : MYR 2,000

PAYMENT

[] Cash

[] I enclosed a cheque for **MYR 2,000**

Made payable to : **SMR HR Group Sdn Bhd**
(Formerly known as SMR Learning & Development Sdn Bhd)

[] Pay by Credit Card (Term and conditions applies)

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

[] Bank Transfer : **Dataran Maybank Branch**

Company Name : **SMR HR Group Sdn Bhd**
(Formerly known as SMR Learning & Development Sdn Bhd)

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

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@smhrgroup.com

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