4. FINAL TRAINING EVALUATION

Description	This is a final training evaluation; to be conducted at the end of final day of the training using a participatory evaluation tool.
Purpose	It is intended to provide overall feedback to the trainers on aspects of the training and gauge participants' learning experience. This evaluation enables participants to address the strengths and weaknesses of the training.
Time	30 minutes
Materials	Flip chart papers, three coloured cards and thick black markers for participants, tape / glue for putting the cards up on flipcharts
How to	Prepare a blank matrix (see example below) and draw up 'smiley faces' for rating (one smiling face, one sad face, one puzzled face).
	Give each participant 3 coloured cards e.g. green, red and yellow and ask them to write on their own, one thing for each of the following: (One comment per card)
	» Something I liked (Green, Positives - ☺)
	» Something I did not like (Red, Negatives - ☹)
	» Something I did not really understand / was not sure about (Yellow, Unsure - ☺)
	Collect all cards, read them out to the group and cluster the cards with input from the group based on the key areas to be evaluated. The areas are; general feedback, training content, teaching and facilitation and learning experience.
	Recap and summarize the comments.

Example discussion prompts and topic areas	These questions can be used to prompt the group, if they are having problems thinking about what comments to write.
	General feedback
	» Overall, how well was the training?
	» How well the logistics of the training were organized?
	Training content
	» How well where the training aims and objectives met during the training?
	» How much of the training/subject content was new to you?
	» How, could the training be improved in terms of time, content and structure?
	» How easy where the written materials to understand?
	» Teaching and facilitation
	» How effective was the trainer/s?
	Learning experience
	» How relevant the training was to you?
	» How inspired were you by the training?
	» How useful to you was the field practice?
	These are some of the types of questions that could be found under each topic area (shown in the table below). It is up to the facilitator to group the comments into topic areas, and these prompts may help in that process.

	Positives ☺	Unsure ☺	Negatives ☹
General feedback			
Training content			
Teaching and facilitation			
Learning experience			