Annex I

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| **WMO ETR Office - Training Impacts Assessment Approaches** |

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| Provide questionnaires, checklists, or rubrics to allow supervisors to evaluate participant’s performance on the job |
| Provide checklists for participants to complete during/following significant events that allow them to quickly document their decision methods |
| Provide 6-month and 1-year questionnaires for participants and supervisors on benefits derived from the course |
| List each course objective or learning outcome, and ask participants to rate how they are now able to meet them:  *No success, Little success, Limited success, Generally successful, Completely successful* |
| Rate how relevant (or useful) you consider each of the components of the course  *Lectures, discussions, practical exercises, projects, special assignments,…* |
| If take-away guides or tools were provided, were they used? How were they used? How useful were they? |
| List each skill area addressed in the course, and rate the level of improvement since the end of the course: *No opportunity to apply,*  *No change, Some change, Moderate change, Significant change, Very significant change*  *Describe the improvements. If no improvement, why do you feel there was no improvement? What barriers or challenges did you face?* |
| How has your organization benefited from the training? |
| What additional support could be provided that would help you apply the skills you learned? |
| … |
| Run a 6-month to 1-year follow-on seminar for review, extension, questions, etc. |
| As opportunities are presented, visit the organizations of the participants for questions or observations. |
| Follow up a course with individual or focus group interviews, or simply targeted and opportunistic email exchanges. |
| Use an action plan developed at the end of the course as a way of guiding follow up and longer term reporting:  *Specific steps to be taken, Desired outcomes, Expected benefits* |
| Use an online course phase (or classroom event) as follow up to reinforce and check progress. |
| Evaluate post-course learning activities, such as reports on practical implementation |
| Form a community of practice using a social media platform or Moodle forum for ongoing discussion among learners. Facilitate this to keep it active. |
| Provide “Booster Questions” to learners to help them refresh what they learned, and for you to measure if they have retained it. |

Sources: WMO Course for Trainers, reports from WMO RTC courses, *How to measure training results*, Phillips and Stone (2000)