# Example Postcourse and Follow-Up Training Evaluations

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## Overview

Postcourse evaluation provides feedback to help you identify if your training achieved your intended outcomes, and helps you make decisions about future trainings. The *Example Postcourse and Follow-Up Training Evaluations* provide templates for gathering information from your learners after the training ends. The evaluations were developed using best practices in training evaluation and survey design. The questions were selected from the CDC’s [Recommended Training Effectiveness Questions For Postcourse Evaluations Guide](https://www.cdc.gov/training/development/pdfs/evaluate/effectiveness-questions-508.pdf#page=7), postcourse evaluation questions required by certain educational accreditation bodies for reporting, and a literature review and environmental scan of other postcourse evaluation tools. The questions were refined in an extensive feedback process with training developers and evaluators at the Centers for Disease Control and Prevention.

The *Postcourse Training Evaluation* ismeantto gather information from your learners immediately after the training ends. The *Follow-Up Training Evaluation* is meant to follow-up with learners to assess learning transfer after they have had time to go back to their workplace and apply what they have learned. Follow-up evaluation, also called delayed evaluation, is the best way to assess learning transfer. Collect data at both time points, if possible, for the best postcourse evaluation. Visit <https://www.cdc.gov/training/development/evaluate> for more information on training evaluation.

## Instructions

Save the Microsoft Word Document to your personal computer or Cloud storage. Either copy and paste the questions into your organizational template or edit within this template. You can edit questions to match your course content (e.g., inserting learning objectives, adding industry specific terms) or delete questions that are not relevant to your course. **[Green text and brackets indicate directions for question order, skip patterns, and other suggestions for question formatting].**

## Postcourse Training Evaluation

1. How relevant is this course to your current work?

* Not at all relevant
* Slightly relevant­­­­
* Moderately relevant
* Very relevant
* Extremely relevant

1. Will you use what you learned in this course in your work?

* Definitely not
* Probably not
* Possibly
* Probably will
* Definitely will
* Not applicable, I did not learn anything new from this course

1. How will you use what you learned from this course? I will: (select all that apply)

* Maintain my competence
* Increase my competence
* Improve my performance
* Provide interventions in practice
* Develop strategies I can use in practice
* Other, please specify:
* Not applicable, I did not learn from this course
* Not applicable, I do not plan to use anything from this course

1. What, if anything, do you plan to use from this course? (Short answer)
2. What factors will keep you from using the content of this course in your work? Select all that apply.

* None, I will use this content in my work
* I need additional training in the subject matter
* I will not have the resources I need in my workplace
* I will not be provided opportunities to use what I learned
* I will not have the time to use what I learned
* My supervisor will not support me in using what I learned
* My colleagues will not support me in using what I learned
* The course content is not relevant to my current work
* Other, please specify:

1. How will your team benefit because of what you learned? I will: (select all that apply)

* provide better communication across my interprofessional team(s) (any team with people from different professions)
* share information with colleagues to improve client services
* identify changes needed in practice
* increase participation in shared decision making across my interprofessional team(s) (any team with people from different professions)
* Other, please specify:
* Not applicable, I did not learn from the course and/or it will not benefit my team

1. Rate your knowledge of (or skill in) [learning objective] **before the course**. [Insert learning objective. Question may be duplicated for additional learning objectives.]

* Not at all knowledgeable or skilled
* Slightly knowledgeable or skilled
* Moderately knowledgeable or skilled
* Very knowledgeable or skilled
* Extremely knowledgeable or skilled

1. Rate your knowledge of (or skill in) [learning objective] now **after the course**. [Insert learning objective. Question may be duplicated for additional learning objectives.]

* Not at all knowledgeable or skilled
* Slightly knowledgeable or skilled
* Moderately knowledgeable or skilled
* Very knowledgeable or skilled
* Extremely knowledgeable or skilled

1. Was the course’s content relevant to the learning objective(s): [learning objective(s)]? [Insert learning objectives.]

* Yes
* No

1. What is your opinion of the balance of instruction and interactive learning in this course? Examples of interactive learning include knowledge checks, case studies, question & answer sessions, exercises, etc.

* Too much instruction and not enough interactive learning
* Right amount of both instruction and interactive learning
* Too much interactive learning and not enough instruction

1. The instructional strategies (e.g., lecture, case studies, figures, tables, or media) helped me learn.

* Strongly disagree
* Disagree
* Neutral
* Agree
* Strongly agree

1. The content expert(s)/the presenter(s)/the author(s) presented the content effectively. [Modify this question according to the format of the training. For enduring activities (online courses, web-on-demand, phone apps), use “The content expert(s).” For live activities (conferences, workshops, webcasts), insert presenter name. For journal activities, insert author name. Question may be duplicated for additional presenters/authors.]

* Strongly disagree
* Disagree
* Neutral
* Agree
* Strongly agree

1. What part of this course was most helpful to your learning? (Short answer)
2. How could this course be improved to make it a more effective learning experience? (Short answer)
3. Did the course’s content address a need in your professional practice?

* Yes
* No
* Not sure

1. Was the learning environment conducive to learning? [This question is only recommended for in-person events.]

* Yes
* No

1. How did you hear about this course? Please select all that apply.

* Website, please specify:
* Search on [virtual learning platform] [If training was presented in a Learning Management System (LMS), such as [CDC TRAIN](https://cdc.train.org/cdctrain/welcome), insert virtual learning platform name here.]
* Search on Google or another search engine
* Social Media, please specify:
* E-newsletter, please specify:
* A presentation, please specify:
* A referral from a colleague, peer, supervisor, or organization
* Required by my organization
* Other, please specify:

1. Did the course meet your expectations based on reading the course’s description?

* Yes
* Somewhat
* No
* Not applicable; I did not read the course’s description

1. How likely are you to recommend this course to someone else?

* Not at all likely
* Somewhat likely
* Very likely

1. What other topic(s) related to this course would you like to learn more about? (Short answer)
2. What challenges, if any, did you experience when using the [Learning Management System (LMS)]? Think about the [Learning Management System (LMS)] overall, not the specific course that you completed. Please select all that apply. [If training was presented in a Learning Management System (LMS), such as [CDC TRAIN](https://cdc.train.org/cdctrain/welcome), insert virtual learning platform name here.]

* Creating a [LMS] account
* Finding the course
* Registering for the course
* Launching the course
* Completing this postcourse evaluation
* Obtaining technical assistance and support
* Other, please specify:
* Not applicable; I did not experience any challenges using the [LMS]

1. What additional features would you like to see in [Learning Management System (LMS)]? [If training was presented in a virtual learning platform, such as [CDC TRAIN](https://cdc.train.org/cdctrain/welcome), insert virtual learning platform name here.]
2. What is your primary profession? Please select one answer.

* Administration or operations professional
* Behavioral health professional
* Laboratory professional
* Community health worker
* Emergency preparedness professional
* Environmental health worker
* Epidemiologist
* Evaluator
* Health communicator or public information specialist
* Health educator
* Teacher or instructor
* Librarian
* Nurse
* Oral health professional
* Pharmacist or pharmacy technician
* Physician
* Physician assistant
* Social worker
* Statistician
* Student
* Veterinarian
* No longer in the workforce (e.g., retired, disabled)
* Other, please specify:

1. What is your primary job setting or affiliation? Please select one answer.

* Clinical laboratory
* Federal agency
* Hospital, medical center, or clinic
* Local government
* Long-term care or skilled nursing facility
* Pharmacy
* Private for-profit business
* Private industry
* Private nonprofit organization or foundation
* Public health laboratory
* School or university
* State government
* Territorial government
* Tribal government
* Other, please specify:

1. How many years have you worked in your current profession?

* Less than 1 year
* 1–5 years
* 6–10 years
* 11–15 years
* 16–20 years
* 21 years or more
* No longer in the workforce

1. Do you feel this course was free of commercial bias or influence?

* Yes
* No

1. If you answered No, please explain. [Only included if learner responds *No* to Q26]

## Follow-Up Training Evaluation

1. Did you use anything you learned in this course in your work?

* Yes
* No

1. What factors kept you from using the content of this course in your work? Please select all that apply.

* None, I have used this content in my work
* I need additional training in the subject matter
* I did not remember the course content well enough to use it
* I did not have the resources I needed in my workplace
* I did not have the opportunities to use what I learned
* I did not have the time to use what I learned
* My supervisor did not support me in using what I learned
* My colleagues did not support me in using what I learned
* The course content was not relevant to my work
* Other, please specify:

1. What factors helped you use the content of this course in your work? Please select all that apply.

* I had reminders (e.g., job aids, tip sheets, or emails) of key learning concepts or skills
* I had the resources I needed in my workplace
* I had opportunities to apply what I learned
* My supervisor supported me in using what I learned
* My colleagues supported me in using what I learned
* Other, please specify:
* Not applicable, I did not use what I learned in this course in my work

1. What, if anything, did you use from this course? (Short answer)
2. As a result of this course, I have: (select all that apply)

* Not improved
* Maintained my competence
* Increased my competence
* Improved my performance
* Provided clinical interventions in practice
* Developed strategies I use in practice
* Other, please specify:
* Not applicable, I did not use anything from this course

1. How did you benefit your team because of what you learned? (select all that apply)

* I provided better communication across my interprofessional team(s) (any team with people from different professions)
* I shared information with colleagues to improve patient education
* I identified changes needed in practice
* I increased participation in shared decision making across my interprofessional team(s) (any team with people from different professions)
* Other, please specify:
* Not applicable, I did not learn from the course and/or it will not benefit my team

1. Have you recommended this course to anyone else?

* Yes
* No