

Training Evaluation Worksheet

Use this worksheet as a guide to help you plan the evaluation of your next training session.

Plan the Evaluation

1. Who will be interested in the results?
2. What questions will be answered?
3. What resources (personnel, time, money, equipment) are available for evaluating the training program?

Gather the Information

What method(s) will be used to gather information?

Data Collection Method	Performed (circle one)
	Before, During or After Training
	Before, During or After Training
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	Before, During or After Training

For additional information concerning this worksheet contact:
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