

Course Evaluation Checklist

Description

The Course Evaluation Checklist is used by the Training Department to assess the instructional soundness of a course and its impact on job performance.

How can you use it?

- To review both new and existing courses.
- As a guide of what to include in your end-of-course evaluation forms.
- To assess the value of your current end-of-course evaluation forms.
- As a guide for interviewing learners about their satisfaction after a course.

Tip

Use the checklist to evaluate off-the-shelf courses or programs that have been custom designed by vendors.

Note

The Training 101 workshop includes all the basic tools for new trainers. The workshop provides a strong overview of the entire training function: needs analysis, design/development, delivery, and evaluation.

Course Evaluation Checklist

Criteria	Yes	No
1. The content is based on job tasks.	<input type="checkbox"/>	<input type="checkbox"/>
2. Steps are broken down into detailed, how-to instructions.	<input type="checkbox"/>	<input type="checkbox"/>
3. The content is targeted to the experience level of the learners.	<input type="checkbox"/>	<input type="checkbox"/>
4. "Nice-to-know" information is eliminated or reduced to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>
5. 1/3 of the time is spent on the presentation of content.	<input type="checkbox"/>	<input type="checkbox"/>
6. 2/3 of the time is spent on the application (i.e. practice) of content and feedback.	<input type="checkbox"/>	<input type="checkbox"/>
7. Principles of adult learning are built into the course.	<input type="checkbox"/>	<input type="checkbox"/>
8. The course materials are designed to be job aids.	<input type="checkbox"/>	<input type="checkbox"/>
9. The structure of the course follows the structure of the job.	<input type="checkbox"/>	<input type="checkbox"/>
10. Exercises simulate the tasks.	<input type="checkbox"/>	<input type="checkbox"/>
11. Activities are built into the course to help transfer skills learned to the job.	<input type="checkbox"/>	<input type="checkbox"/>
12. Adequate time is spent on difficult-to-learn tasks.	<input type="checkbox"/>	<input type="checkbox"/>
13. The content is reviewed at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>
14. The course has been validated by technical experts and end users.	<input type="checkbox"/>	<input type="checkbox"/>
15. The effectiveness of the course has been evaluated.	<input type="checkbox"/>	<input type="checkbox"/>