**RRT Training Package**

**Evaluation – Overview of materials for facilitators**

There are various evaluations that can take place related to the RRT course. Dependent on the final course contents, some of these materials need adjustment on the listed topics.

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| **Module** | **Title** | **How to use** |
| **D1 To evaluate participant’s satisfaction** | | |
| **D1.1** | **Methodology for daily and for final GROUP evaluation.** | There are no daily individual evaluation forms. However, this document provides guidance on how to do **daily** course evaluations in **small groups**. It is important that the facilitators provide feedback on the results the next day.  This document also explains on how to do the **final** evaluation in a similar small group set-up. The feedback to the participants can be provided in writing after the course. |
| **D1.2** | **D1.2a Final evaluation questionnaire (INDIVIDUAL)**  **D1.2b Final evaluation questionnaire aide to Question 6** | This document is a questionnaire for each participant that enables to evaluate the full course on process and contents.  As participants might not remember at the end of the course each individual session, D1.2b is provided as an aide to question 6. During the course days participants can use this form to keep track of all the scores. The results need to be filled in in D1.2a under question 6. |
| **D1.3** | **Facilitator Feedback form** | This document is provided to all facilitators to evaluate the process, contents and audience of the course. |
| **D2 To evaluate participant’s learning** | | |
| **D2.1** | **D2.1a Pre-and post-self-assessment form**  **D2.1b Pre-and post-course self-assessment calculation form** | Before the actual course starts or the first day of the course, each participant is provided this form and scores on the level of confidence in each of the listed topics. This document needs adjustment if course content is different. The same form is provided at the end of the course. All results are put in the Excel sheets D2.1b. This document provides an overview on how the individual learners have evaluated their own progress (or lack of) after completing the course. The document also provides results as a group. |
| **C1.3** | **C1.3 Evaluation checklists**  C1 – C8 | Learning Block C – Skills drill  These checklists enable facilitators to assess, through guided observation, to what extent teams of participants came up with the expected outputs and demonstrated the required knowledge, skills and behaviors, throughout the scenario-based skills drill. |
| **D3 To evaluate participant’s transfer of learning to the job and initiate follow-up** | | |
| **D3.1** | **D2.1 My learning log** | This log enables the individual learners to reflect on their own learning objectives, the key learning points as well as how they envisage to apply what they learn. It can be shared with facilitators upon request. |
| **D3.2** | **D3.2 RRT Knowledge Network story 2018 – PPT and mp4** | This enables to introduce to participants the history, objectives and functioning of the RRT Knowledge Network, a global virtual community of RRTs trained with the RRT training package. |