

## Getting Results through Training

*"An organization's ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage."*

**Jack Welch**

### Overview

Although we all know that training can have many amazing benefits, sometimes it can be hard to prove those benefits and attach a dollar value to training. Some topics, like sales training or time management, might have direct, tangible benefits. Other topics, like communication or leadership, might have benefits that you can't put a dollar value on.

In this course, learners will learn about the different ways to evaluate training progress, and how to use those results to demonstrate the results that training brings.

### Who this course is for

This course is intended for directors, managers, HR and personnel managers, department heads, team leaders or supervisors who wish to accurately measure the results from staff training.

### Course outline

Topic 1: Kolb's Learning Styles  
Topic 2: Kirkpatrick's Levels of Evaluation  
Topic 3: Types of Measurement Tools  
Topic 4: Focusing the Training  
Topic 5: Creating an Evaluation Plan  
Topic 6: Assessing Learning before Training  
Topic 7: Assessing Learning during Training  
Topic 8: Assessing Learning after Training  
Topic 9: The Long Term View  
Topic 10: Calculating the Return on Investment (ROI)

✓ <b>Course Level</b>	Short Course
✓ <b>Course Hours</b>	8 hours
✓ <b>Course Available as</b>	Classroom Learning Blended Learning Distance Learning Online Learning



By the end of this course, learners should be able to

- Understand Kolb's learning styles and learning cycle
- Understand Kirkpatrick's levels of evaluation
- Be familiar with many types of evaluation tools, including goal setting, tests, reactionary sheets, interviews, observations, hip-pocket assessments, skill assessments, and learning journals
- Understand when to use each type of evaluation tool
- Be able to perform a needs assessment
- Know how to write learning objectives and link them to evaluation
- Be able to write an evaluation plan to evaluate learning at each stage of the training and far beyond
- Know how to identify the costs, benefits, and return on investment of training
- Be familiar with the parts of a business case