

Handout 4: Evaluation Tips

The information that you gather in your evaluation should inform your future trainings. Remember, the evaluation is both: 1) Understanding how you did as a trainer, and 2) Understanding what your participants learned. Use the information from your evaluation to make each training better for your participants. Below are some useful tips.

- ✓ Always, *always, always* plan time for feedback. Be open and listen. Give people time to think and respond.
 - Ask: What questions do you have?
 - Ask participants to summarize the skills or ideas of the training
 - Ask if there is a need to continue training in this topic
 - Ask if there is anything that you can do differently to support them
- ✓ Informal training evaluations can help you understand people's impression of the training. This can happen by asking questions and asking for written feedback. Remember that critical comments provide valuable information. Find out both what they learned as well as how you did as a trainer.
- ✓ Formal training evaluations can help you document your training. This includes formal written Learning Assessments and other documents required for reporting purposes.
- ✓ Trainings are supposed to help your participants learn something new so that they can apply that knowledge in the kitchen. Creating a learning environment in the kitchen means that mistakes are understood as opportunities for learning, both for you as a trainer and for your staff.
- ✓ Use staff feedback and comments to adapt the way that you train. Finding out what works for them will help you to be a better trainer and to meet your objectives.
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