F3-M&E Form 3: End of the F3 Program Assessment

Respondent Type: Trainee	Trainer	Pro	gram Manager
Name (Optional):		_ Sex: Male	Female
Program Title:	Date:		_

Please assess the effectiveness of the <u>entire F3 component of the program</u> according to the indicators below. Please refer to the following rating scale:

4-Strongly Agree (SA); 3-Agree (A); 2-Disagree (D); 1-Strongly Disagree (SD)

	Aft	er the conduct of the F3 component of the program, I	Rating				
	beli	eve that	1	2	3	4	
			SD	D	Α	SA	
A. Program	1	the training program was delivered as planned					
Planning,	2	the training program was managed efficiently					
Management and Preparation	3	the training program was well-structured					
B. Attainment of	4	the program objectives were clearly presented					
Objectives	5	the session objectives were logically arranged					
	6	the program and session objectives were attained					
C. Delivery of Program Content	7	program content was appropriate to trainees'roles and responsibilities					
	8	content delivered was based on authoritative and reliable sources					
	9	new learning was clearly presented					
	10	the session activities were effective in generating learning					
	11	adult learning methodologies were used effectively					
	12	management of learning was effectively structured e.g.					
		portfolio, synthesis of previous learning, etc.					
D. Trainees'	13	trainees were encouraged to consider how ideas and skills					
Learning		gained during the training could be incorporated into their					
		own practices					
	14	contribution of all trainees, both male and female, were					
		encouraged					
	15	trainees demonstrated a clear understanding of the content					
		delivered					
E. Trainers'	16	the trainers' competencies were evident in the conduct of					
Conduct of		the sessions					
Sessions	teamwork among the trainers and staff was manifested						
	18	trainers established a positive learning environment					
	19 training activities moved quickly enough to maintain train						
		interest					

F. Provision of	20	training materials were clear and useful		
Support Materials	21	powerpoint presentations supported the flow of the sessions		
	22	the resources provided were appropriate to trainees' needs		
G. Program	23	Program Management Team members were courteous		
Management	24	Program Management Team was efficient		
Team	25	Program Management Team was responsive to the needs of		
		trainees		
H. Venue and	26	the venue was well lighted and ventilated		
Accommodation	27	the venue was comfortable with sufficient space for program		
		activities		
	28	the venue had sanitary and hygienic conditions		
	29	meals were nutritious and sufficient in quantity and quality.		
	30	the accommodation was comfortable with sanitary and		
		hygienic conditions		
I. Overall	31	I have the knowledge and skills to apply the new learning		
	32	I have the confidence to implement the JEL contract		

Please provide your honest response to each of the following questions:

What do you consider your most significant learning from the program?					
What changes would you suggest to improve similar programs in the future?					
Briefly describe what you have learned and how it will help you with your work.					
What further recommendations do you have?					
What further recommendations do you have:					

F3-M&E Form 3: End of the F3 Program Assessment Consolidation Template

Collate the accomplished F3-M&E Form 3: End of the F3 Program Assessment, and review the results. Separate results should be consolidated for each respondent type e.g. Trainees. Trainers and Program Managers. Use the table below to consolidate the results for the quantitative items.

Note: The scoring and consolidation can be efficiently done using MS Excel.

Use the scale below to interpret mean rating for each item of the assessment:

3.5 to 4.0 = (SA) Strongly Agree

2.5 to 3.4 = (A) Agree

1.5 to 2.4 = (D) Disagree

1.0 to 1.4 = (SD) Strongly Disagree

Qualitative results should also be summarized below.

	Tally (T)			Frequency				(e)	(f)	Mean	
					а	b	С	d			Rating
Items	SD	D	Α	SA	SD	D	Α	SA	a+b+c	SD+ D+	e/f
					Tx1	Tx2	Tx3	Tx4	+d	A+ SA	
Ex.			##	##	0x1=0	0x2=0	8x3=24	7x4=28	24+28=	7+8= 15	52/15=
			III =8	II = 7					52		3.47
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D	Trai	nees	' Lea	rning						
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Summary of Qualitative Responses

What do you consider your most significant learning from the program?
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What changes would you suggest to improve similar programs in the future?
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Briefly describe what you have learned and how it will help you with your work.
briefly describe what you have learned and now it will help you with your work.
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What further recommendations do you have?

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