

Training Evaluation Tool Kit: Complete Practical Guide to Measuring the Effectiveness of Training Programs in Organizations, 1st Edition

Description: A complete practical guide and toolkit for measuring and reporting the impact of your workplace training programs. Do you need to measure the effectiveness of your training programs and report the results in financial or non-financial terms? With this comprehensive training toolkit, you will be able to demonstrate the impact of training on productivity, efficiency, quality, customer satisfaction, and so on. You will also be able to convert benefits to financial values, such as Return on Investment, Benefit to Cost Ratio, Payback Period, and so on. Whether you are a novice or experienced professional, this guide will walk you through planning your evaluation exercise, collecting all relevant data, isolating non-training factors and then analyzing and reporting the results convincingly to your key stakeholders.

The toolkit is packaged with a full set of reusable and customizable Microsoft Word forms and Excel calculation worksheets that you will use from the start to the finish of your training evaluation project.

You will benefit from this book when:

- your training programs lack focus
- you want to evaluate training impact but don't know where to begin
- you are confused by the plethora of methods and techniques available
- you don't have a background in finance or measurement
- your clients are demanding proof that your programs make a difference
- the executive are wanting to reduce your training budget

Who uses this toolkit:

- Trainers/Facilitators
- Training and Learning Managers
- Training and Development Consultants
- Human Resource Managers
- Performance Improvement Managers
- Instructional Designers
- Program Managers

Learn how to:

- collect useful evaluation data without breaking the budget
- isolate the impact of non-training factors on performance
- measure and report the "intangible" benefits of training
- accurately calculate training program costs
- convert benefits to monetary values
- use training evaluation results to improve future programs

You will be able to:

- develop training metrics that get widespread support
- select the right training evaluation method for your situation
- measure impact at one or more levels
- evaluate both internal and external training programs
- apply a simple yet powerful training impact model
- enhance your credibility with the management team

Use our toolkit to calculate and report both

non-financial benefits:

- productivity
- efficiency

- quality
- customer satisfaction, etc

and financial benefits:

- Benefit to Cost Ratio (BCR)
- Return on Investment (ROI)
- Payback Period
- Net Present Value (NPV)

If you need to measure the impact of training and improve the effectiveness of your programs, then check out From Training to Enhanced Workplace Performance. The Training Evaluation Toolkit forms Chapters 8 to 14 of this larger toolkit.

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