

VII. COURSE EVALUATION

COURSE EVALUATION

- The Logistics Specialist Training Course is a vital portion of the US&R Program.
- It is essential that the course be of the highest caliber possible in order to ensure standardized procedures among all task forces in the system and to provide the basic materials for providing Logistics Specialist training to the balance of task force personnel nationwide.
- Individual lesson evaluations will be conducted at the conclusion of each classroom presentation and field exercise.
- The overall course evaluation and critique will be held at the conclusion of the course and will be used to refine the Logistics Specialist Training materials and presentations for future courses.

EVALUATION PROCESS

The following process will be used for completing the course evaluation:

- All participants will complete the individual course evaluation form.
- Participants will then break up into their assigned work groups and summarize their comments onto a single group evaluation form.
- A group-appointed spokesperson will present three (3) key issues (strengths and/or weaknesses) during the general evaluation session. Inputs will be captured for review.
- The course coordinator will consolidate all comments/suggestions and develop a summary matrix.
- The course will be modified, as appropriate, with FEMA approval.

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| <p>FEMA US&R RESPONSE SYSTEM</p> <p>LOGISTICS SPECIALIST TRAINING 10/98</p> <p style="text-align: center;"><u>COURSE EVALUATION</u></p> <p style="text-align: center;">EVALUATION PROCESS</p> <ul style="list-style-type: none">■ All participants will complete the individual course evaluation form.■ Comments will be summarized onto a single group evaluation form.■ A group-appointed spokesperson will present key issues.■ The course coordinator will consolidate all comments/suggestions and develop a summary matrix.■ The course will be modified, as appropriate. |
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VII. COURSE EVALUATION

EVALUATION FORM

- There are 11 elements to be evaluated covering the following categories:
 - course objectives
 - logistical support
 - adequacy of facilities
 - quality and quantity of documents
 - scheduling
 - strengths and limitations of instructors
 - participant interaction
 - visual aids
 - technical competence of the instructors
 - topics covered
 - field exercise

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| <p><small>FEMA US&R RESPONSE SYSTEM</small></p> <p><small>LOGISTICS SPECIALIST TRAINING</small> <small>10/98</small></p> <p style="text-align: center;"><u>COURSE EVALUATION</u></p> <p style="text-align: center;">EVALUATION ELEMENTS</p> <ul style="list-style-type: none">■ There are 11 element to be evaluated covering the following categories:<ul style="list-style-type: none">• course objectives• logistical support• adequacy of facilities• quality and quantity of documents• scheduling• strengths/limitations of instructors• participant interaction• visual aids• technical competence of instructors• topics covered• field exercise <p style="text-align: right;"><small>VIEW GRAPH VII - 2</small></p> |
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OVERALL COURSE EVALUATION

DATE _____

YOUR NAME _____
(optional)

TASK FORCE POSITION _____

Most of the improvements made to this course will result from evaluations by participants. All criticism is welcome, but constructive criticism will be the most useful. Please respond openly to the following:

In the categories below, please circle the number that best reflects your overall reaction to this training course. (Do not attempt to split a rating since this will upset our analysis. Where ratings are split, we will assign the next highest number.)

1 2 3 4 5
Poor Fair Average Good Excellent

1. How pertinent were the course objectives to the target audience?

1 2 3 4 5

2. How well do you feel the course objectives were met?

1 2 3 4 5

3. How would you rate the letter of invitation in providing you with the information you needed to make your plans for participation in this training course?

1 2 3 4 5

1 **2** **3** **4** **5**
Poor **Fair** **Average** **Good** **Excellent**

4. How well was the registration/check-in process organized, staffed and located?

1 2 3 4 5

5. How would you rate the lodging accommodations for this course?

1 2 3 4 5

6. How would you rate the quality and variety of the meals served?

1 2 3 4 5

7. How well do you feel about the level of detail of the course documents?

1 2 3 4 5

8. How would you rate the overall selection and performance of the instructors and staff?

1 2 3 4 5

9. How would you rate the adequacy of the classroom facility and teaching aids?

1 2 3 4 5

10. How would you rate the overall effectiveness of the field exercises?

1 2 3 4 5

1 **2** **3** **4** **5**
Poor **Fair** **Average** **Good** **Excellent**

11. How would you rate the overall effectiveness of this training course in helping you to enhance your understanding of the FEMA US&R Logistics Specialist position duties?

1 2 3 4 5

12. How well did this training course help identify limitations and strengths of yourself and your Logistics Specialist members? Did we provide suggestions on how you can improve your effectiveness when working in the US&R environment?

1 2 3 4 5

13. How would you rate the effectiveness and the enforcement of safety issues/considerations used during this course, including in the field exercises?

1 2 3 4 5

14. How would you rate the adequacy of the field exercises?

1 2 3 4 5

15. How would you rate the overall effectiveness of the teaching aids (flip charts, practice set up, etc.) in the field exercises?

1 2 3 4 5

1 **2** **3** **4** **5**

Poor Fair Average Good Excellent

16. How would you rate the overall effectiveness of the field exercises?

1 2 3 4 5

Additional Information Requested

17. Do you feel that future training courses could be more effectively presented by changing the order of the individual sessions? If so, please explain below.

18. What do you feel were the most important topics covered in the course?

19. What other changes would you recommend for improving future course offerings?

20. Additional comments?

INDIVIDUAL UNIT EVALUATION

Instructor (s) _____
Unit Title _____
Your Name _____
(Optional)

Most of the really worthwhile improvements made to this course will result from evaluations by participants. All criticism is welcome, but constructive criticism will be the most useful. Please respond honestly to the following:

In the categories below, please circle the number that best reflects your overall reaction to this unit. (Do not attempt to split a rating since this will upset our analysis. Where ratings are split, we will assign the next highest number.)

| CONTENT QUALITY | POOR | ADEQUATE | | | EXCELLENT |
|---|-------------|-----------------|---|---|------------------|
| Unit objective suitable for target audience | 1 | 2 | 3 | 4 | 5 |
| Unit objective met | 1 | 2 | 3 | 4 | 5 |

FEEDBACK TO INSTRUCTORS

| | | | | | | |
|---|---|---|---|---|---|---|
| A | Encouraging and answering questions | 1 | 2 | 3 | 4 | 5 |
| B | Using relevant subject matter examples | 1 | 2 | 3 | 4 | 5 |
| C | Involving me (and others) in participative examples | 1 | 2 | 3 | 4 | 5 |
| D | Reinforcing critical learning points | 1 | 2 | 3 | 4 | 5 |
| E | Using teaching aids (overheads, flipcharts, videos, handouts) | 1 | 2 | 3 | 4 | 5 |

What topics should have been added or given more emphasis:
(Use back of sheet)