

**BRIEFING**

Below are listed tasks or activities associated with the Evaluation of a Training Function. Alongside each task you will see 'YES', or a 'NO'.

Consider each task and decide whether you, personally, perform it as part of your job. For the purposes of this analysis, only tick 'Yes' to the tasks you are actually doing - not ones you believe should be done

1.	Evaluate the role of the training function within an organisation	YES	NO
2.	Revise planned training to match identified entry behaviour	YES	NO
3.	Make presentations about the work of the EoT function	YES	NO
4.	Monitor performance of training staff against agreed standards	YES	NO
5.	Share experience and practice of EoT with colleagues	YES	NO
6.	Adjust learning processes to match learner reactions to enabling objectives	YES	NO
7.	Facilitate the provision of formative feedback during learning activities	YES	NO
8.	Analyse the efficiency of training provision against specified criteria	YES	NO
9.	Use feedback obtained from learners to revise learning events	YES	NO
10.	Monitor summary of data obtained from internal validation reports	YES	NO
11.	Identify remedial training needs	YES	NO
12.	Develop external validation measures of learning	YES	NO
13.	Establish procedures for assessing group learning activities at Level 4	YES	NO
14.	Discuss performance/productivity/safety, etc., with departmental personnel	YES	NO
15.	Review benefits obtained from institutional training courses	YES	NO
16.	Agree standards of performance with senior management	YES	NO
17.	Assess learner's entry behaviour in relation to proposed training	YES	NO
18.	Evaluate effectiveness of training methods against specified objectives	YES	NO
19.	Prepare a budget for all or part of an organisation's EoT function	YES	NO
20.	Analyse the efficiency of distance learning delivery system	YES	NO
21.	Assess learner's reactions to proposed enabling objectives	YES	NO
22.	Write validation reports on training courses	YES	NO
23.	Assess trainer competence against specified standards of performance	YES	NO

24.	Establish procedures for assessing an individual's learning activities at Level 3	YES	NO
25.	Supply information a Training Management Information System (TMIS)	YES	NO
26.	Review effective/efficient utilisation of training resources	YES	NO
27.	Monitor effectiveness of training and development on job performance	YES	NO
28.	Develop a strategy for evaluating a training intervention	YES	NO
29.	Maintain a record of professional EoT activities/development	YES	NO
30.	Implement strategy/techniques for evaluating a training intervention	YES	NO
31.	Implement validation measures	YES	NO
32.	Evaluate effectiveness of training sessions	YES	NO
33.	Develop a strategy for evaluating training outcomes	YES	NO
34.	Evaluate efficiency of training courses in relation to specified criteria	YES	NO
35.	Keep up to date with major functions organisational changes/developments	YES	NO
36.	Improve the efficiency of training courses/programmes	YES	NO
37.	Develop learner self-assessment measures	YES	NO
38.	Provide EoT information about training courses to external agencies	YES	NO
39.	Develop assessment methods to collect evidence of competent performance	YES	NO
40.	Review training objectives and revise training design to match changes	YES	NO
41.	Introduce improvements to training and development in an organisation	YES	NO
42.	Reflect on own experience and practices associated with EoT	YES	NO
43.	Discuss outcomes of training with line management	YES	NO
44.	Specify requirements from a Training Management Information System (TMIS)	YES	NO
45.	Visit other professionals/practitioners and organisations	YES	NO
46.	Prepare summary reports on data obtained from national/state calendar courses	YES	NO
47.	Evaluate training provided by specialists/consultants/manufacturers	YES	NO
48.	Develop internal validation measures: written and practical tests of learning	YES	NO

49.	Review the contribution training makes to improved organisational performance	YES	NO
50.	Monitor work of external training consultants	YES	NO
51.	Carry out cost benefit analysis of training courses/programmes	YES	NO
52.	Review the contribution training makes to organisational performance	YES	NO
53.	Provide summative feedback on learning outcomes	YES	NO
54.	Evaluate the contribution of training institutions to organisational performance	YES	NO
55.	Review processes used to assess the results achieved by training	YES	NO
56.	Evaluate and develop personal professional competence	YES	NO
57.	Monitor services, products and systems of the EoT function	YES	NO
58.	Monitor and improve services, products and systems of the EoT function	YES	NO
59.	Develop a Training Management Information System (TMIS)	YES	NO
60.	Write reports on training activities	YES	NO
61.	Improve the effectiveness of training courses/programmes	YES	NO
62.	Make recommendations about the role and activities of an EoT function	YES	NO
63.	Disseminate information a Training Management Information System (TMIS)	YES	NO
64.	Initiate action based on feedback obtained from immediate reaction questionnaires	YES	NO
65.	Evaluate effectiveness/efficiency of training packages	YES	NO
66.	Mark and analyse the results of validation measures developed	YES	NO
67.	Implement strategy/techniques for evaluating a training intervention	YES	NO
68.	Identify development needs of trainers and ways to meet them	YES	NO
69.	Review performance of external training consultants	YES	NO
70.	Appraise own knowledge and skills	YES	NO
71.	Devise procedures for gathering information for evaluation purposes	YES	NO
72.	Evaluate effectiveness of distance learning/computer-based training material	YES	NO
73.	Manage time available for EoT duties.	YES	NO