

**Welcome to the Evaluation of Training (EoT) Course**

We believe that the **EoT Course**, for which you are to be a participant, offers an interesting and challenging experience. EoT deals with a vital, but often ignored aspect of training - for example:

- How can we show that training is a worthwhile investment?
- Why is the evaluation of training important?
- How can the quality of training be improved?
- Who should contribute to EoT?

The EoT course will give you interesting opportunities to seek answers to these questions, and many other issues that should concern both trainers and non-trainers. Our main concern is the use of training to help organisations in the Indian public services improve performance. During the course you'll experience 'learning by doing' - getting involved with a variety of practical, challenging activities. These are likely to occur during the forthcoming workshop and during your project, which forms the final part of the EoT Course.

**Briefing for Studying the Distance Learning**

It is important to note that only a limited amount of time is available during the workshop - time that we believe is best spent on active learning experiences, rather than using passive, lecture-based, methods. Therefore, as part of your preparation for the EoT workshop, we would like you to complete the Distance Learning materials provided - documents eot-dlm-1 and eot-dlm-2. This material provides underpinning knowledge for use during the workshop. It is therefore expected that before attending the workshop you will have studied the material, and completed the following learning tasks.

**Distance Learning Tasks**

To use the underpinning knowledge in your local context we would like you to address the following questions. You may need to ask others in your place of work what their views are to get rounded answers.

1. What evaluation is currently carried out for training programmes/courses?
2. What are the purposes for carrying out evaluation activities?
3. Who is responsible for deciding what measures to use, using them and analysing results?
4. What is done with the information collected?
5. What values influence the approach to evaluation adopted in your organisation?
6. Who can benefit from investing more in EoT?

You will be invited to share your views about these questions on the first day of the workshop. In addition, on the first day of the workshop there will be a test of your recall of the distance learning materials for formative assessment purposes. There will be no pass or fail but the information will be used to provide feedback.