



Procedure 6.12 Evaluation of the effectiveness of training and development

This procedure sets out the ways in which the Academy expects training and development activities to be evaluated. It also clarifies the Academy's expectation that all employees undertaking training and development should seek to disseminate their learning and new insights to others in the Academy in a realistic and systematic fashion

Line managers will receive copies of training evaluations from any employees who have undertaken training and will hold face-to face sessions with those employees and retain all documentation.

The CEO / Principal will view copies of all training and development evaluation documentation (both in hard copy and electronic format) and will undertake an appropriate initial analysis of outcomes, noting trends and significant comments.

All employees who undertake training and development at the behest of or with the support of the Academy have a responsibility to provide evaluative comments about the activity or activities in which they have participated and also to consider appropriate ways to disseminate to colleagues a flavour of their learning, insights or ideas gained as a result of the training.

1 Expectations about evaluation

It is expected that every employee who has undertaken a formal training and development activity will do two things after it is complete:

- complete the appropriate evaluation instrument which has been issued by the provider of the training
- meet his or her line manager to provide a face-to-face debrief upon the activity undertaken and its outcomes

The Academy expects employees to complete evaluation documents presented to them (whether in hard copy or electronic format), and they should additionally consider and answer the questions posed below:

1. what new skills, knowledge or insights have you gained from the training?
2. how will you apply these in your daily work?

A copy of the original evaluation (if available) and the responses to these questions should be presented to the employee's line manager and used as the basis for the face-to-face debrief after completion of training.

The line manager should note and discuss any significant points and pass all documentation to the CEO / Principal.

2 Expectations about dissemination of learning/insights

In addition to the completion of training evaluation instruments and meeting the line manager to discuss the training activity, it is expected by the Academy that all employees who have undertaken training or engaged in significant individual learning activities should disseminate to colleagues (and perhaps students) any new information or insights that they consider important. Such information or insights might include:

- new approaches to teaching delivery
- good practice examples from outside the Academy
- current research findings
- insights that have helped to improve understanding about a topic
- updated subject information
- additional or new learning resources

The individual employee should discuss with his/her line manager the most appropriate way to disseminate their new learning. There are several ways of doing this and they might include:

- a posting on the VLE
- an informal briefing at a formal team meeting
- a semi-formal briefing session

The Academy considers this process to be most important and expects that all employees should take appropriate steps to share their post-training learning and insights within two weeks of completing the training and development activity.