|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation level and type** | **Evaluation description and characteristics** | **Examples of evaluation tools and methods** | **Relevance and practicability** |
| **1. Reaction** | **Reaction evaluation**is **how the participants felt**, and their **personal reactions to the training or learning experience**, for example:Did the trainees like and enjoy the training?Did they consider the training relevant?Was it a good use of their time?Did they like the venue, the style, timing, domestics, etc.?Are the participants happy with the trainer(s) and the learning process they have facilitated?Did the training meet the participant’s needs?Are the participants satisfied with the methods and educational tools employed?Printed or oral reports provided by delegates/evaluators to supervisors at the participants’ organizations.What was the level of engagement and participation of the trainees?Did they feel ease and comfort of experience?Level of effort required to make the most of the learning.Perceived practicability and potential for applying the learning. | Typically 'happy sheets'.Scaling questionnairesNon-formal participatory evaluation moments at the end of the day (the thermometer, the traffic-light, etc)Feedback forms/questionnaires based on subjective personal reaction to the training experience. Verbal reaction that can be noted and analyzed.Post-training surveys or questionnaires.Online evaluation or grading by participants.Subsequent verbal or written reports given by participants to managers back at their jobs. | Can be done during the training (as monitoring), or immediately after the training ends (even in the last session of the training).Very easy to obtain reaction feedback.Feedback is not expensive to gather or to analyze for groups.It is important to know that people were not upset or disappointed (ideally). When evaluated during the training, it offers important information for the necessary adjustments and adaptations. Important that people give a positive impression when relating their experience to others who might be deciding whether or not to experience the same. |
| *Source: Businessballs, Donald L Kirkpatrick's training evaluation model - the four levels of learning evaluation,* [*https://www.businessballs.com/facilitation-workshops-and-training/kirkpatrick-evaluation-method/*](https://www.businessballs.com/facilitation-workshops-and-training/kirkpatrick-evaluation-method/) |