

Mastering Training ROI and Evaluation

Training Overview

This training program is designed to equip participants with the knowledge and skills to effectively measure and evaluate the return on investment (ROI) of training programs. Participants will learn the fundamentals of training evaluation, advanced techniques for calculating ROI, and best practices for implementing evaluation strategies in their organizations.

Training Objectives

By the end of this training, participants will be able to:

1. Understand the importance of training evaluation and ROI.
2. Identify key metrics and data sources for evaluating training effectiveness.
3. Apply various models and frameworks for training evaluation.
4. Calculate the ROI of training programs using different methods.
5. Develop and implement a comprehensive training evaluation plan.
6. Communicate evaluation results to stakeholders effectively.

Training Audience

This training program is ideal for:

- HR professionals
- Training and development professionals
- Organizational development consultants

Training Duration

5 Days

Training Methodology

The training will be delivered through a combination of:

- Interactive workshops
- Case studies and real-life examples
- Group discussions and activities
- Hands-on exercises
- Training games and simulations

Training Games

To enhance engagement and learning, the following games will be included:

1. **ROI Calculation Challenge:** Participants will work in teams to solve ROI calculation problems based on different scenarios.
2. **Evaluation Model Match:** A matching game where participants pair evaluation models with their descriptions and applications.
3. **Data Detective:** A game where participants analyze data sets to identify key metrics and insights.
4. **Stakeholder Role-Play:** Participants will role-play different stakeholders to practice presenting and defending their evaluation results.

Training Outlines

Day 1: Introduction to Training Evaluation and ROI

- Welcome and Introduction
- Importance of Training Evaluation
- Overview of Training ROI
- Key Concepts and Terminology
- Basic Evaluation Models (Kirkpatrick, Phillips)
- Group Activity: Identifying Evaluation Metrics

Day 2: Data Collection and Analysis

- Data Collection Methods
- Designing Effective Surveys and Questionnaires
- Analyzing Quantitative and Qualitative Data
- Hands-on Exercise: Creating a Survey
- Case Study: Data Analysis in Action
- Group Discussion: Challenges in Data Collection

Day 3: Advanced Evaluation Techniques

- Advanced Evaluation Models (Brinkerhoff, Kaufman)
- Calculating ROI: Methods and Formulas
- Cost-Benefit Analysis

- Hands-on Exercise: ROI Calculation
- Training Game: ROI Calculation Challenge
- Group Activity: Applying Advanced Models

Day 4: Developing an Evaluation Plan

- Components of an Evaluation Plan
- Setting Evaluation Objectives
- Selecting Appropriate Metrics and Methods
- Hands-on Exercise: Drafting an Evaluation Plan
- Training Game: Evaluation Model Match
- Group Discussion: Best Practices in Evaluation Planning

Day 5: Communicating and Using Evaluation Results

- Reporting and Presenting Evaluation Results
- Communicating with Stakeholders
- Using Evaluation Results for Decision Making
- Hands-on Exercise: Creating an Evaluation Report
- Training Game: Stakeholder Role-Play
- Wrap-Up and Q&A