

“Capacity Building and Strengthening Institutional Arrangement”

Workshop: Capacity Building for  
EEAA Training Department

Follow Up of Training Program and Evaluation

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1. Introduction

2. The follow up and evaluation phases according to quality theories

## 1. Introduction

The environmental learning process has to meet specific quality criteria and requirements.

Each different step of the training process, from design phase to evaluation of skills acquired by trainees, can be assessed according to the principle of continuous quality improvement of the learning process.



The follow up of training program and the evaluation methodologies, phases and tools, according to quality theories, are described in the following slides.

## 2.The Follow up and evaluation phases according to quality theories (I)

What is evaluation?

**Evaluation** can be defined as the analysis of what and how much training objectives have been obtained through the training program promoted.

It is a process oriented to assess the effectiveness of a training program and to underline the eventual conditions that didn't allow the full achievement of the training programmes' aims.

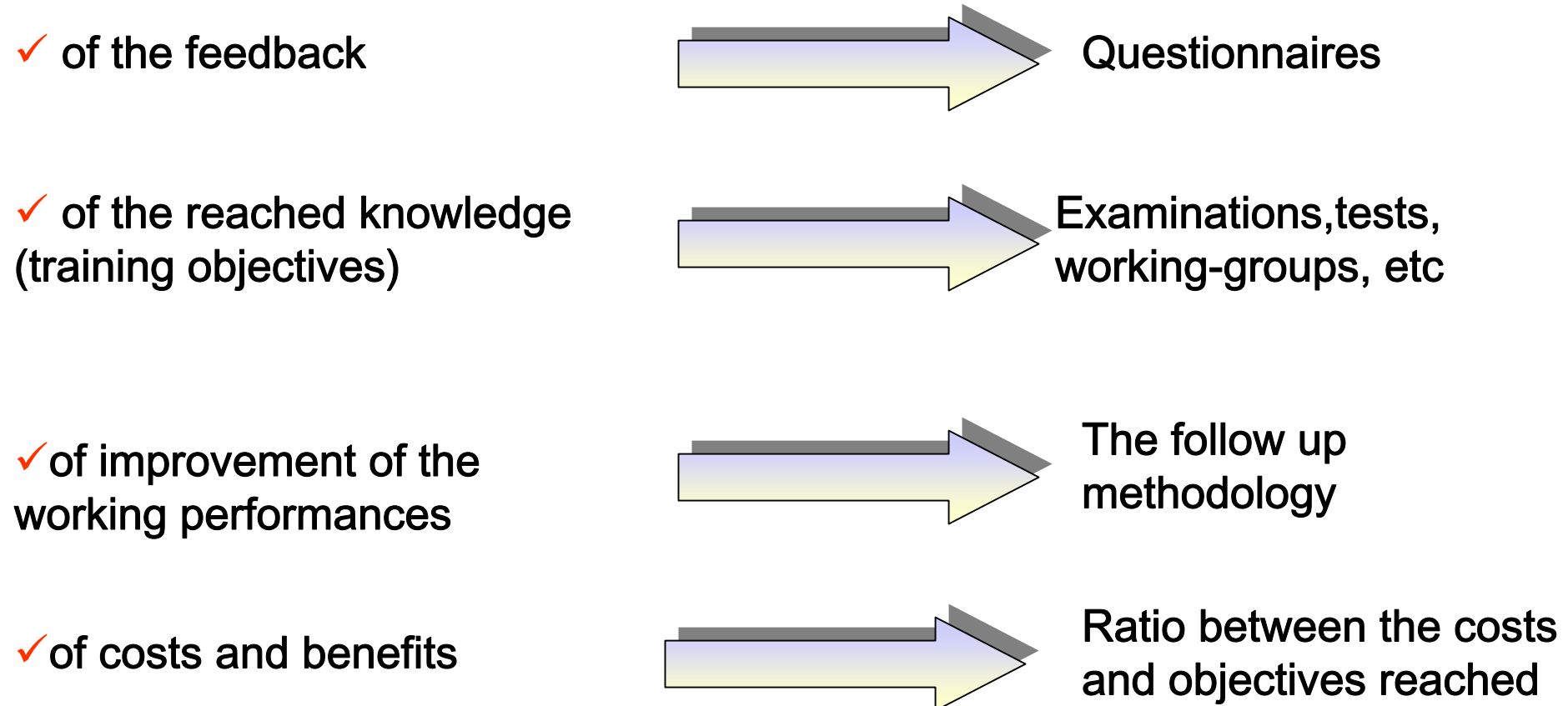
## 2.The Follow up and evaluation phases according to quality theories (II)

**Quality Evaluation** of the aspects of a training program is based on technical observation and analysis, through defined survey tools, in relation to specific aspects of training.

During the evaluation phase, feedbacks from trainees are very important and it can be used to modify and improve the structure of the course, the didactical contents and the methodologies adopted.

## 2.The Follow up and evaluation phases according to quality theories (III)

### The main evaluations tools



## 2.The Follow up and evaluation phases according to quality theories (IV)

### Evaluation of a training program

Evaluation ex-ante: is carried out during the planning phase and includes the objectives analysis and the definition of tools in order to assess the main quality requirements of the training program

Evaluation in-itinere: is developed during the carrying out training phase to give useful elements for eventual improvement in progress

Evaluation ex-post (follow up): is an evaluation of the results reached and of the modality of implementing resources and tools in relation to the defined objectives.

## 2.The Follow up and evaluation phases according to quality theories (V)

What is follow up?

**The follow up** is an evaluation methodology which can be defined as the check of the impacts produced by the the learning projects on the level and the quality of vocational knowledge achieved by trainees

When it is done?

The follow up evaluation methodology can be performed at the end of the learning program (e.g. 1/6 months after)



## 2.The Follow up and evaluation phases according to quality theories (VI)

What is the aim?

The principal aim of **follow up** is the evaluation of transferability, that is the effective possibility for trainees to implement the knowledge acquired, into their professional activity.

The transferability of didactical contents represents a significative indicator of quality level of the training program.

**Questionnaire** is the main tool to carry out the follow up evaluation

## 2.The Follow up and evaluation phases according to quality theories (VII)

### Phases of follow up evaluation by questionnaire

a) The first step is the development of the survey tool according to the objectives to analyse;

b) The second step is to inform the trainees about the purpose of this kind of evaluation with the aim to increase their motivation. Trainees' contribution is a needed condition to the full achievement of the follow up evaluation.

It could be a good manner involving trainees in follow up activities, from the beginning of the course.

## 2.The Follow up and evaluation phases according to quality theories (VIII)



c) The third step foresees the sending of questionnaires, by e-mail or ordinary mail, at the end of the training process (if possible from 1 to 6 months after) with a presentation letter explaining the aim of the survey, the modality to fill up the questionnaire and the expiry date to give back it;

d) The fourth step is the analysis of the data received. In this phase, some specific software can be useful to elaborate the data (Excel, SPSS).

## 2.The Follow up and evaluation phases according to quality theories (IX)

- e) The final step is the comparison of the follow up data analysed with the objectives foreseen and established during planning phase for the specific course, underlining the results achieved and the participants satisfaction.

## 2.The Follow up and evaluation phases according to quality theories (X)

In relation to environmental capacity building activities the main aspects to analyse through the follow up tool are:

- **Innovation:** the level of innovation of scientific and technical knowledge of the training course with respect to previous knowledge

- **Transdisciplinarity:** the implementation of a transdisciplinary approach to deal with environmental issues in the training course

## 2.The Follow up and evaluation phases according to quality theories (XI)

### What are the outputs ?

The follow up activity foresees the diffusion and the sharing of information about the results of the learning initiatives promoted between all the professional figures that have contributed to carry out the training course (body promoters, trainees, teachers etc..) in order to increase the value of the learning program

Moreover these results can be useful to plan analogous training initiatives

## 2.The Follow up and evaluation phases according to quality theories (XII)

The results of the follow up can be collected in technical reports and they can be shared during focus meeting with experts of specific environmental field in order to debate about the professional performance reached by trainees in specific environmental fields and to diffuse the training program initiative.

## 2.The Follow up and evaluation phases according to quality theories (XIII)

### Evaluation of acquired knowledge by trainees

The trainees certification is the last step of a learning process

a) Frequency certificate: is finalised to certificate trainees active participation and involvement in all didactical activities performed during the training course

b) Professional certificate:foresees a formal process of examination of trainees, according to specific indicators, and it gives a clear indication about the competences acquired by trainees