Step 1: Determine the Evaluation’s Purpose

Designing the Evaluation: What You and Others Want to Know

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|  | **Interest in Evaluation** |
| **In-session evidence of:** | **Post-session evidence of:** |
| **Stakeholders** | **What learner must do when at work** | **Skills and tasks the learner must master** | **Concepts, issues the learner must understand** | **Event process, productivity, participation** | **Event environment, logistics, management** | **Performance of learning at work** | **Factors that affect their job performance** |
| **Participants** |  |  |  |  |  |  |  |
| **Participant’s Supervisor** |  |  |  |  |  |  |  |
| **Participant’s Client** |  |  |  |  |  |  |  |
| **Session leader/****educator****organizer** |  |  |  |  |  |  |  |
| **Public** |  |  |  |  |  |  |  |
| **Planning Committee members** |  |  |  |  |  |  |  |
| **Funders** |  |  |  |  |  |  |  |
| **Other?** |  |  |  |  |  |  |  |