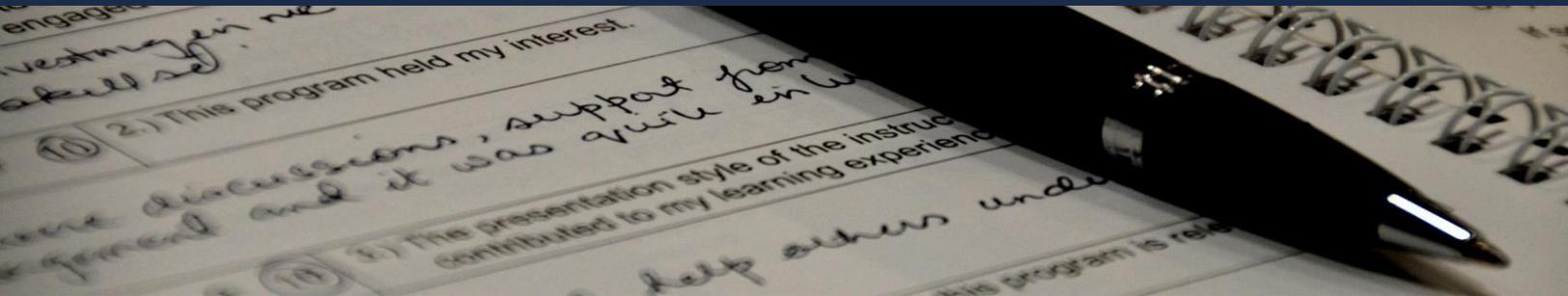


Kirkpatrick® Blended Evaluation Plan® Form Samples



Kirkpatrick
Partners

The Standard for Leveraging and Validating Talent Investments™



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Instructions for Use

These Kirkpatrick® Blended Evaluation Plan® Form Samples are a resource for the learning and development community to elevate the way programs are evaluated and the resulting data that are gathered.

These samples include the general types of questions we recommend you ask immediately following training, on a delayed basis after training, and while observing on-the-job performance after the training is complete.

Use these sample forms as inspiration for creating your own customized forms. Our sample questions are learner centered and gather data on as many Kirkpatrick levels as possible during each evaluation instance.

When creating your own evaluation forms, consider what information is useful to you to ensure training quality, and what data your stakeholders will want to see about the performance increase and organizational impact.

If you are looking for more assistance in evaluating your programs, visit [kirkpatrickpartners.com](https://www.kirkpatrickpartners.com) and explore our training options. If you would like to discuss your situation with us, feel free to [contact us](#).

This type of form can be used immediately following training.

Participant Survey

Instructions: Thinking about the course you just completed, please indicate to what degree you agree with each statement using this rating scale:

0	1	2	3	4	5	6	7	8	9	10
Strongly Disagree					Strongly Agree					

Please provide comments along with your rating to help us to improve this course in the future.

	Strongly Disagree											Strongly Agree
The class environment helped me to learn.	0	1	2	3	4	5	6	7	8	9	10	
I was engaged with what was going on during the program.	0	1	2	3	4	5	6	7	8	9	10	
The activities and exercises aided in my learning.	0	1	2	3	4	5	6	7	8	9	10	
I was given adequate opportunity to practice what I was learning.	0	1	2	3	4	5	6	7	8	9	10	
I will be able to immediately use what I learned.	0	1	2	3	4	5	6	7	8	9	10	
The program material will contribute to my future success.	0	1	2	3	4	5	6	7	8	9	10	
I would recommend this program to my co-workers.	0	1	2	3	4	5	6	7	8	9	10	

Comments:

From what you learned, what will you be able to apply on your job?

What assistance or resources will you need to successfully apply what you learned on the job?

How confident are you that you will be able to apply what you have learned back on the job?
(Circle one rating)

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10											
Not at all confident											Extremely confident

Comments:

How committed are you to applying what you learned to your work? (Circle one rating)

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10											
Not at all committed											Extremely committed

Comments:

What outcomes are you hoping to achieve because of your efforts?

What other feedback would you like to share?

This type of form can be used after some time has passed since training.

Delayed Post-Training Survey for (Course Name)

Instructions: Thinking about the course you completed a few months ago, please indicate the degree to which you agree with each statement using this rating scale:

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = Strongly Agree N/A = Not Applicable

Use comments to provide a brief explanation or further feedback

The Course Itself

- | | | | | | |
|--|---|---|---|---|-----|
| 1. I was clear about the purpose of the course before I attended | 1 | 2 | 3 | 4 | N/A |
| 2. I was clear about what was expected of me after taking the course | 1 | 2 | 3 | 4 | N/A |

Comments:

Practical Application

- | | | | | | |
|--|---|---|---|---|-----|
| 3. I am successfully applying what I learned in the course | 1 | 2 | 3 | 4 | N/A |
|--|---|---|---|---|-----|

4. If you answered "Agree" or "Strongly Agree" to Question 3, what are the most significant reasons?
(Check all that apply)

- My past experience
- The course itself
- Extra help from course instructors
- Help from my co-workers
- Help from my immediate supervisor
- A good system of accountability
- Formal or informal recognition for my efforts
- My own efforts and discipline to apply what I learned
- Referring back to the course materials
- Additional training

Comments:

5. If you answered “Disagree” or “Strongly Disagree” to Question 4, what are the main reasons? (Check all that apply)

- What I learned is not useful for my job
- I have been told not to use it
- I don't remember what I learned
- I have too many other things to do
- I got stuck and did not know how to find help
- It is too difficult to apply
- I have not been encouraged to apply it
- There are no incentives for me to apply it

Comments:

Overall

- | | | | | | |
|---|---|---|---|---|-----|
| 6. The course was a worthwhile use of my time | 1 | 2 | 3 | 4 | N/A |
| 7. I am already seeing positive results from this course | 1 | 2 | 3 | 4 | N/A |
| 8. I am expecting positive results from this course in the future | 1 | 2 | 3 | 4 | N/A |

Comments:

9. What suggestions do you have that would help you to apply what you learned?

10. Provide a specific example of how the course has helped you achieve positive results in your area.

If you would like to volunteer to discuss this program with us in more detail, leave your contact information here.

Name: _____

Email: _____

This type of form can be used at the end of all but the last day of a multi-day program in order to identify any issues that require attention or correction on the remaining days of the program, or in subsequent program updates.

Kirkpatrick Day One Evaluation

Instructions:

- For questions 1-3, please use the following rating scale:

0 = strongly disagree
10 = strongly agree
- Please circle the appropriate rating to indicate the degree to which you agree with each statement.
- Please provide comments to explain your ratings.
- If your session had two facilitators, please fill in the key below and score each individually in question 3.

Facilitator A: _____

Facilitator B: _____

Date and Location: _____

Rating											
strongly disagree					strongly agree						
0	1	2	3	4	5	6	7	8	9	10	1.) I took responsibility for being involved in today's session.

Comments:

0	1	2	3	4	5	6	7	8	9	10	2.) The information in today's session is applicable to my work.
---	---	---	---	---	---	---	---	---	---	----	--

Comments:

A: 0	1	2	3	4	5	6	7	8	9	10	3.) The presentation style of the facilitator contributed to my learning experience.
B: 0	1	2	3	4	5	6	7	8	9	10	

Comments:

4.) Please provide any suggestions for change / improvement you may have for tomorrow and for future sessions of this program.

Supervisors can use this type of checklist while listening to customer service calls to rate the performance of customer service representatives (CSRs) after they have completed training.

Performance-Based Rubric

Rating Scale

- 1 = Effective use of targeted behavior
- 2 = Moderately effective use of targeted behavior
- 3 = Ineffective use of targeted behavior

Coaching comments may include specific observations that support the rating, and coaching notes to help the associate to be more effective.

Target Behavior	Rating	Coaching Comments
CSR made good initial connection with the callers' needs to create a rational exchange.		
CSR used relevant, open-ended questions to gather initial information about the callers' needs.		
CSR asked follow-up questions to gain further clarification of the callers' needs.		
CSR presented relevant possible solutions to the callers' concerns.		
CSR offered ongoing support to address the callers' needs while considering the best interests of the company.		
CSR closed the meeting with a clear course of problem resolution.		



About Kirkpatrick Partners

Kirkpatrick Partners is The Standard for Leveraging and Validating Talent Investments™ and the only provider of authentic Kirkpatrick products and programs. They carry on the work of Don Kirkpatrick, Ph.D., and the Kirkpatrick Model of training evaluation, also referred to as the four levels of evaluation.

Kirkpatrick Partners teaches training professionals credible, non-technical ways to create and report the full range of financial and intangible program outcomes. They offer training, consulting, impact studies, and books on training evaluation and business partnership topics.

Learn more at kirkpatrickpartners.com or [contact us](#) to discuss how we can help you leverage and validate your talent investments.



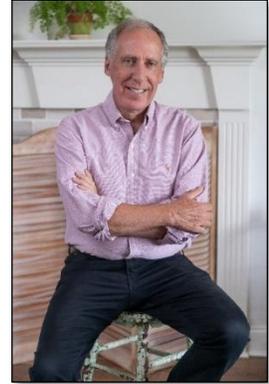


About the Authors

Dr. Jim Kirkpatrick is the chief vision officer for [Kirkpatrick Partners](#). He is a thought leader in training evaluation and the creator of the [New World Kirkpatrick Model](#).

Using his 15 years of corporate experience, Jim trains and consults for organizations around the world. He is passionate about assisting learning professionals in redefining themselves as strategic business partners.

Jim co-authored three books with his father, Dr. Don Kirkpatrick, who is credited with creating the Kirkpatrick Model, and four books with Wendy Kirkpatrick, including [Kirkpatrick's Four Levels of Training Evaluation](#). Jim and Wendy also served as the subject matter experts for the U.S. Office of Personnel Management's *Training Evaluation Field Guide*.



Wendy Kayser Kirkpatrick is the president of [Kirkpatrick Partners](#). As a global driving force of the use and implementation of the [Kirkpatrick Model](#), Wendy leads companies to measurable success through training and evaluation.

Wendy's results orientation stems from over two decades of business experience in retailing, marketing, and training. She has held positions as a buyer, product manager, process manager, and training manager, which leveraged her ability to organize multifaceted projects and yield rapid results.

Wendy has co-written four books with Jim Kirkpatrick, including [Kirkpatrick's Four Levels of Training Evaluation](#). Jim and Wendy also served as the subject matter experts for the U.S. Office of Personnel Management's *Training Evaluation Field Guide*.



Wendy is a recipient of the [2013 Emerging Training Leaders Award](#) from [Training Magazine](#).



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Become a Kirkpatrick Certified Professional to gain the credentials, knowledge, and tools you need to optimize training and workplace effectiveness within your organization. Certification is available publicly and as private in-house events, both in person and live online.

If you just need an overview, take advantage of our workshops, presentations, and free webinars.

Kirkpatrick Certification Process



Bronze

Create a four-level program implementation and evaluation plan



Strategic Evaluation Planning

Establish the necessary communication, cooperation, and partnership



Silver

Implement your plan, and monitor and report on progress and results



Gold

Share your learnings publicly to gain recognition and better the industry

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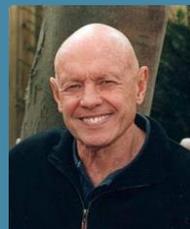
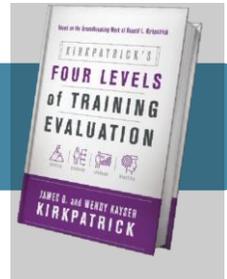
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Visit our Website

Contact us for assistance in selecting the right programs for you.

Pick up our latest book



Kirkpatrick's four levels is the best I've ever seen in evaluating training effectiveness. It is sequentially integrated and comprehensive. It goes far beyond 'smile sheets' into actual learning, behavior changes and actual results, including long-term evaluation. An outstanding model!

Stephen R. Covey
Author, *The 7 Habits of Highly Effective People*



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