

FOUR LEVELS OF EVALUATION IMPLEMENTATION PLANNER

Note: This planner is based on a blog post which will help you fully understand it: <http://elogiclearning.com/easily-implement-kirkpatrick-model-using-lms/>.

Course Title	
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Evaluation Level 1: Reaction

Necessary to measure for this course?	
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Reaction goals?	
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Which LMS metrics to measure?

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What questions are needed in the post training survey?
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LMS Setup Checklist:	Yes	No
• Turn on course rating features		
• Set up ad-hoc custom report related to reaction metrics		
• Automatically email reports to relevant stakeholders		
• Automatic emails for completing post-training survey		
• Make post-training survey mandatory for completion		
• Automatic emails to remind users to leave feedback		

Evaluation Level 2: Learning

Necessary to measure for this course?	
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Learning objectives	
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What questions are needed in the pre- and post-training assessments?
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What questions are needed in the peer observation materials?		
LMS Setup Checklist:	Yes	No
• Automatically assign pre- and post-training assessments		
• Automatically email evaluation materials to supervisors		

Evaluation Level 3: Behavior

Necessary to measure for this course?	
Behavior objectives	

What questions are needed in the peer observations?

What skills should be included on the job checklists?

What questions are needed in the pre- and post-training assessments?

LMS Setup Checklist:	Yes	No
• Set up job checklists		
• Set up auto emails to deliver job checklists		
• Set up auto emails to deliver pre- and post-assessments		

Evaluation Level 4: Results

Necessary to measure for this course?

What business metrics do you wish to impact?

What questions will you need to ask in order to evaluate these metrics?

How often do you plan on evaluating for results? i.e. Annually, biannually

LMS Setup Checklist:

Yes

No

- Set up job checklists
- Set up auto emails to deliver job checklists
- Set up auto emails to deliver pre- and post-assessments
- Set up ad-hoc custom report related to business metrics
- Automatically email reports to relevant stakeholders