


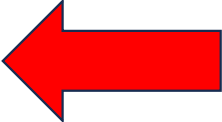



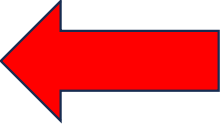


Training Evaluation 101



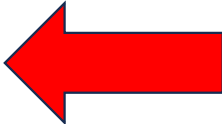
How to successfully evaluate a training program.


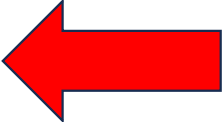

Pg#	On-Screen Text	Visual Media	Audio Media
1 Main	<h1 data-bbox="178 365 672 414">Training Evaluation 101</h1> <p data-bbox="178 422 672 511">How to successfully evaluate a training program.</p>		<p data-bbox="1549 373 2037 641">Hello. Welcome to Training Evaluation 101. Today we will teach you how to successfully evaluate a training program. Press the green arrow to go to the next slide.</p>
<div data-bbox="69 1258 237 1299">Navigation</div> <div data-bbox="1108 1247 1329 1369"></div> <div data-bbox="1398 1291 1558 1328">Next Slide</div>			


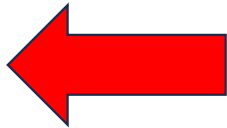

Pg#	On-Screen Text	Visual Media	Audio Media
2 <small>Main</small>	<p>Learning Objectives</p> <p>By the end of this lesson, the learner should be able to:</p> <ul style="list-style-type: none"> • Calculate and analyze return on investment. • Define training outcomes. • Understand the evaluation process. • Explain why we need to have a training evaluation. 		<p>Here are today's learning objectives. You should be able to do the following after completing this e-learning exercise.</p>
<div> <div>Navigation</div> <div>Previous Slide</div> <div>   </div> <div>Next Slide</div> </div>			

Pg#	On-Screen Text	Visual Media	Audio Media
3 Main	<p>Click on the green arrow to go to the next slide. Click on the red arrow to go to the previous slide. The next slide has a main menu that will allow you to choose which lesson that you want to do first. Click any of the four lessons to get started. Each lesson has one quiz question at the end.</p>		<p>Click on the green arrow to go to the next slide. Click on the red arrow to go to the previous slide. The next slide has a main menu that will allow you to choose which lesson that you want to do first. Click any of the four lessons to get started. Each lesson has one quiz question at the end.</p>
<div>Navigation<div>Previous Slide</div><div></div><div>Next Slide</div></div>			

Pg#	On-Screen Text	Navigation (Top)	Navigation (Directions)
4 Main	Please select a topic	<div>Return on Investment</div> <div>Training Outcomes</div> <div>The Evaluation Process</div> <div>Why do we need a training evaluation?</div> <div>Final Assessment</div>	<div>Go to 5.1</div> <div>Go to 6.1</div> <div>Go to 7.1</div> <div>Go to 8.1</div> <div>Go to 9.1</div>
Navigation (Bottom)		Previous Slide	

Pg#	On-Screen Text	Visual Media	Audio Media																											
5.1	<h3>Return on Investment</h3> <ul style="list-style-type: none">• Cost-Benefit Analysis: is the process of determining the economic benefits of a training program using accounting methods that look at training costs and benefits.• ROI =• $[(\text{Benefits} - \text{Costs})/\text{Costs}]*100$	 A composite image representing financial data analysis. It features a pie chart with approximately 12 segments in various shades of blue, green, and brown. Above the pie chart is a horizontal bar chart with bars for the months July, August, September, October, November, and December. Below the pie chart is a financial table with three columns of numbers. A black pen is positioned diagonally across the bottom left of the image. <table data-bbox="827 891 1486 1216"><tr><td>5,058</td><td>154,568</td><td>95,054</td></tr><tr><td>25,487</td><td>56,845</td><td>97,511</td></tr><tr><td>24,000</td><td>110,000</td><td>99,011</td></tr><tr><td>105,450</td><td>150,000</td><td>99,216</td></tr><tr><td>86,502</td><td>35,000</td><td>101,090</td></tr><tr><td></td><td>83,000</td><td>101,684</td></tr><tr><td></td><td>45,000</td><td>101,962</td></tr><tr><td></td><td></td><td>102,747</td></tr><tr><td></td><td></td><td>100,000</td></tr></table>	5,058	154,568	95,054	25,487	56,845	97,511	24,000	110,000	99,011	105,450	150,000	99,216	86,502	35,000	101,090		83,000	101,684		45,000	101,962			102,747			100,000	<p>Return on investment is an important training outcome. This section discusses how to calculate ROI through a cost-benefit analysis. Cost-benefit analysis in this situation is the process of determining the economic benefit of a training program using accounting methods that look at training costs and benefits.</p>
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<div>Navigation<div>Previous Slide</div><div></div><div>Next Slide</div></div>																														

Pg#	On-Screen Text	Visual Media	Audio Media
5.2	<p>Determining Costs Seven categories of cost sources are:</p> <ul style="list-style-type: none"> • Program Development • Instructional Material • Equipment • Travel and Lodging • Trainers' Salary • Lost Productivity due to Training • Temporary Employees <p>One-time costs:</p> <ul style="list-style-type: none"> • Needs Assessment • Costs per Trainee 		<p>Accounting is an essential method to calculate costs. This process involves breaking up costs based on the source of the cost. Different areas of the training program incur different costs. These costs can be organized and tracked in a timely and efficient manner.</p>
<div> <div>Navigation</div> <div>Previous Slide</div> <div>   </div> <div>Next Slide</div> </div>			

Pg#	On-Screen Text	Visual Media	Audio Media
5.3	<h2 data-bbox="178 375 632 423">Determining Benefits</h2> <p data-bbox="178 435 464 475">Types of benefits:</p> <ul data-bbox="178 483 632 711" style="list-style-type: none"> • Reduce Overtime Costs • Reduce Production Costs • Reduce Accidents • Increase Repeat Business • Increase Revenue 		<p data-bbox="1587 386 1986 946">Benefits are usually economic and save on costs or increase revenues. To identify the potential benefits of training, the company must review the original reasons that the training was conducted. A needs assessment usually determines if training needs to be conducted.</p>
<div data-bbox="65 1260 239 1300">Navigation</div> <div data-bbox="604 1263 747 1349">Previous Slide</div> <div data-bbox="858 1243 1329 1369">   </div> <div data-bbox="1392 1292 1560 1333">Next Slide</div>			

Pg#	On-Screen Text	Visual Media	Audio Media																																																												
5.4	Determining Costs for a Cost-Benefit Analysis	<table><tr><td>Direct Costs</td><td></td></tr><tr><td>Instructor</td><td>\$ -</td></tr><tr><td>In-House Instructor</td><td>\$ 1,500.00</td></tr><tr><td>Fringe Benefits</td><td>\$ 375.00</td></tr><tr><td>Travel Expenses</td><td>\$ -</td></tr><tr><td>Materials</td><td>\$ 3,360.00</td></tr><tr><td>Equipment/Classroom Space</td><td>\$ 600.00</td></tr><tr><td>Refreshments</td><td>\$ 672.00</td></tr><tr><td>Total Direct Costs</td><td>\$ 6,507.00</td></tr><tr><td>Indirect Costs</td><td></td></tr><tr><td>Training Management</td><td>\$ -</td></tr><tr><td>Administrative Salaries</td><td>\$ 750.00</td></tr><tr><td>Fringe Benefits</td><td>\$ 187.00</td></tr><tr><td>Postage, Shipping, and Telephone</td><td>\$ -</td></tr><tr><td>Learning Materials</td><td>\$ 224.00</td></tr><tr><td>Total Indirect Costs</td><td>\$ 1,161.00</td></tr><tr><td>Development Costs</td><td></td></tr><tr><td>Fee for Program Purchase</td><td>\$ 3,600.00</td></tr><tr><td>Instructor Training</td><td>\$ -</td></tr><tr><td>Registration Fee</td><td>\$ 1,400.00</td></tr><tr><td>Travel and Lodging</td><td>\$ 975.00</td></tr><tr><td>Salary</td><td>\$ 625.00</td></tr><tr><td>Benefits</td><td>\$ 156.00</td></tr><tr><td>Total Development Costs</td><td>\$ 6,756.00</td></tr><tr><td>Overhead Costs</td><td></td></tr><tr><td>Organizational Support/Management</td><td>\$ 1,443.00</td></tr><tr><td>Total Overhead Costs</td><td>\$ 1,443.00</td></tr><tr><td>Compensation for Trainees</td><td></td></tr><tr><td>Trainees' Salaries and Benefits</td><td>\$ 16,969.00</td></tr><tr><td>Total Training Costs</td><td>\$ 32,836.00</td></tr></table>	Direct Costs		Instructor	\$ -	In-House Instructor	\$ 1,500.00	Fringe Benefits	\$ 375.00	Travel Expenses	\$ -	Materials	\$ 3,360.00	Equipment/Classroom Space	\$ 600.00	Refreshments	\$ 672.00	Total Direct Costs	\$ 6,507.00	Indirect Costs		Training Management	\$ -	Administrative Salaries	\$ 750.00	Fringe Benefits	\$ 187.00	Postage, Shipping, and Telephone	\$ -	Learning Materials	\$ 224.00	Total Indirect Costs	\$ 1,161.00	Development Costs		Fee for Program Purchase	\$ 3,600.00	Instructor Training	\$ -	Registration Fee	\$ 1,400.00	Travel and Lodging	\$ 975.00	Salary	\$ 625.00	Benefits	\$ 156.00	Total Development Costs	\$ 6,756.00	Overhead Costs		Organizational Support/Management	\$ 1,443.00	Total Overhead Costs	\$ 1,443.00	Compensation for Trainees		Trainees' Salaries and Benefits	\$ 16,969.00	Total Training Costs	\$ 32,836.00	Costs are broken down into 5 main categories: direct costs, indirect costs, development costs, overhead costs, and compensation costs. Determining these costs are essential for finding out the dollar value of training.
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Pg#	On-Screen Text	Visual Media	Audio Media																								
5.5	Determining Benefits for a Cost-Benefit Analysis	<table><tr><th>Operational Results Area</th><th>How Measured</th><th>Results Before Training</th><th>Results After Training</th><th>Differences</th><th>Costs</th></tr><tr><td>Quality of Panels</td><td>Percentage Rejected</td><td>2% rejected</td><td>1.5% rejected</td><td>0.5% rejected</td><td>172800 per year</td></tr><tr><td>Housekeeping</td><td>Visual Inspection</td><td>10 defects</td><td>2 defects</td><td>8 defects</td><td>Not Measurable</td></tr><tr><td>Preventable Accidents</td><td>Number of Accidents</td><td>24 per year</td><td>16 per year</td><td>8 per year</td><td>48000 per year</td></tr></table> <div><div>ROI</div><div>172800</div><div>48000</div><div>32836</div><div>32836</div><div>=((A15+A16-A17)/A18)*100</div><div>572.43</div></div>	Operational Results Area	How Measured	Results Before Training	Results After Training	Differences	Costs	Quality of Panels	Percentage Rejected	2% rejected	1.5% rejected	0.5% rejected	172800 per year	Housekeeping	Visual Inspection	10 defects	2 defects	8 defects	Not Measurable	Preventable Accidents	Number of Accidents	24 per year	16 per year	8 per year	48000 per year	<p>In this example, benefits are determined by: quality of panels, housekeeping, and preventable accidents. These benefits save the company on costs through less defects and less workplace accidents. Return on investment is calculated after costs and benefits are recorded.</p>
Operational Results Area	How Measured	Results Before Training	Results After Training	Differences	Costs																						
Quality of Panels	Percentage Rejected	2% rejected	1.5% rejected	0.5% rejected	172800 per year																						
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Navigation		<div><div>Previous Slide</div><div><div></div><div></div></div><div>Next Slide</div></div>																									

Pg#	Question (Multiple Choice)	Answer Choices/Explanation	Correct/Incorrect Layer																					
5.6	<p>The benefits and costs are shown in the table. What is the ROI after the training program has been implemented for 5 years?</p> <table><tr><th>Years</th><th>Benefits</th><th>Costs</th></tr><tr><td>1</td><td>1000</td><td>850</td></tr><tr><td>2</td><td>1200</td><td>650</td></tr><tr><td>3</td><td>1350</td><td>950</td></tr><tr><td>4</td><td>950</td><td>1000</td></tr><tr><td>5</td><td>1500</td><td>1000</td></tr><tr><td>Total</td><td>6000</td><td>4450</td></tr></table>	Years	Benefits	Costs	1	1000	850	2	1200	650	3	1350	950	4	950	1000	5	1500	1000	Total	6000	4450	<p>A. 150%</p> <p>B. 133.33%</p> <p>C. 67.69%</p> <p>D. 34.83%</p> <p>Correct Answer D</p> <p>Explanation: [(6000-4450)/4450]*100 = 34.83% The return on investment is 34.83%</p>	<p>Correct</p> <div></div> <p>Incorrect</p> <div></div>
Years	Benefits	Costs																						
1	1000	850																						
2	1200	650																						
3	1350	950																						
4	950	1000																						
5	1500	1000																						
Total	6000	4450																						
<div><div>Navigation</div><div>Previous Slide</div><div></div><div>Menu</div><div>Main Menu</div></div>																								