ETUI Education

QIS - Quality Improvement System

Trainer Report

On the basis of the consolidated results of the evaluation of a given activity produced by the QIS, the trainers responsible for the activity ('Education Officer’ and trainers at partner organisations) will produce a short report that will be used as a framework for reading the evaluation results and their interpretation.

The report will include the following information:

- Identification:
  - Activity Title:
  - ETUI Network:
  - Dates and Location
  - Partner Organisation(s)\(^1\);

- Target group: Which group characteristics for participants did you bear in mind when implementing the activity or analysing the evaluation results (e.g. average age and number of years in the job; gender and inclusion dimensions; hierarchical levels; …)?

- Objectives: To what extent are you confident that the learning objectives of the activity have been achieved?

- Methodology: Did you use a new training method? Which? What results did it lead to? If you used conventional methods, were they effective? Is it time to change any method?

- Dynamic: Were there specific situations regarding how the group worked that you wish to highlight (tension, attitudes, exclusions…)?

- Expert/Speakers: Do you have generic comments regarding the experts/speakers contribution? Did they apply the pedagogical agreement?

- Results: What are the lessons learnt based on the quantitative and qualitative results of the evaluation?

- Change: What should we do differently next time to improve the training, taking into account the preceding point?

- Application: What recommendations can I formulate that could be useful to other training areas?

- Evaluation: Were the evaluation methods appropriate and effective?

\(^1\) This information can be generated by the system when creating the Trainer Report.
- Other comments²: ____________________________________________

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² For example, questions about the action plan, the monitoring of training, the situation of a given company or organisation.