

NATIONAL CENTER FOR FAMILY/PROFESSIONAL PARTNERSHIPS

SERVING ON GROUPS: TRAIN THE TRAINER SESSIONS

EVALUATION INSTRUCTIONS

Before the training:

1. **Intake Surveys** [3 weeks before training]
 - Send **Intake Survey** link to a representative from each ORGANIZATION sending staff to the training. This survey only needs to be completed once per organization.
 - ICH will provide weekly updates about completion of intake surveys. Send reminders as needed to ensure completion of surveys.

2. **Print all the necessary documents**
 - Attendance list with name, e-mail, and organization for each registered participant. (From EventBrite registration).
 - **Blank attendance list template** (link below) for any unregistered participants.
 - **Training documentation form** (1 copy for the trainer)
 - **Evaluation survey** (1 copy for each attendee, plus extras)
 - **Before printing:** Fill in the trainer name and training date on page 1 of the survey. This will ensure that this information is uniformly filled out on all surveys.
 - We recommend printing the surveys double-sided so that the survey does not appear to be a thick packet

During the training

3. **Registration: before start of training**
 - Check that every attendee is on the attendance list. Ask attendees to sign/initial next to their name on the list and verify their email addresses.
 - If there are any attendees who are not pre-registered, ask them to sign in on the **Blank Attendance List Template** with their name, e-mail address, and organization.
 - If the unregistered attendee is the only one attending from their organization, you will need to send an **Intake Survey** to that organization (see Step 6 below). Ask the attendee who from their organization should fill out the survey, and collect contact information for that person.
 - Have all attendees fill out the **registration questionnaire** asking for demographic information (see Referenced Documents below)

4. At mid-day break (probably best to do AFTER the break, before re-starting the training)
 - Distribute the **Evaluation Surveys**. Instruct participants to complete the survey up to the point where you left off in the curriculum. Do not collect surveys at this time.

You can introduce the Evaluation Surveys with the following language:

“We are asking you to complete this survey to help us improve this training and make it more useful for participants like you in the future. Your answers are very important to us! Collecting this information will help us understand how effective our trainings are, and will help us get funding to keep running programs like this in the future. Please take the time to fill out the questions UP TO SECTION 3 ON PAGE 3 [or wherever you left off]. You will have time at the end to finish the survey. Please fill out the survey as completely as possible.

We are asking you to write down your name and e-mail address on the survey so that we can send you a follow-up survey in about a year to measure changes over time. We will not share your e-mail address with anyone or use it for any other purpose. Thank you very much for your help with this survey; we really appreciate it! Does anyone have any questions?”

Please remember that these small surveys are to be administered *after each module*, and *not all at once* at the end of all trainings.

5. At end of training
 - Ask participants to finish the **Evaluation Surveys**, and collect when done. If possible, provide a box or envelope for completed surveys so that answers are not visible to others.
 - Complete the **Training Documentation Form** (as soon as possible after the training ends). If you want, you can do this one directly online instead of using the paper copy (see Data Entry section below)

After the Training

6. Intake Surveys
 - If an attendee had not pre-registered and we don't have Intake data for their organization, contact that organization to fill out the **Intake Survey**.

7. Data Entry

Enter the following data into REDCap:

- **Attendance list** (name, e-mail, demographic information, and organization for each participant) DEMOGRAPHIC INFORMATION SHOULD BE TAKEN FROM REGISTRATION QUESTIONNAIRES
 - You may **EITHER** choose to enter these names individually using the REDCap form
 - **OR** you may choose to enter the names into a copy of the **Blank Attendance List Template** and upload the document to REDCap

- Evaluation Surveys
 - If you have trouble reading someone’s handwriting for their name/e-mail/organization, cross-reference with your registration data to get the correct spelling. This will help us to make sure we are able to link the different forms in REDCap.

- Training Documentation Form

Referenced Documents:

1. Intake Survey (online only, no paper version needed)

<https://redcap-cha.org/redcap/surveys/?s=DcGJT6xZc2>

2. Blank Attendance List Template

Printable version:

[https://fvm.sharepoint.com/NCFP-
General/_layouts/15/guestaccess.aspx?guestaccesstoken=PgTOZCvfJ%2f0xgsKIDG60ceonV7ZBNnJ%2f31
OmCMsHDBA%3d&docid=03f333837b0434799a3d732dd992bc364&rev=1](https://fvm.sharepoint.com/NCFP-
General/_layouts/15/guestaccess.aspx?guestaccesstoken=PgTOZCvfJ%2f0xgsKIDG60ceonV7ZBNnJ%2f31
OmCMsHDBA%3d&docid=03f333837b0434799a3d732dd992bc364&rev=1)

3. Attendance List

REDCap online form: (using this form, you may EITHER enter attendees’ information individually OR upload your completed Attendance List Template as an excel document.)

<https://redcap-cha.org/redcap/surveys/?s=JpRiKNgM7H>

4. Training Documentation form

Printable version:

[https://fvm.sharepoint.com/NCFP-
General/_layouts/15/guestaccess.aspx?guestaccesstoken=fLV%2buioMjytcUKemKN6IhIBCS%2bsBA9rXb
w%2f6cEI8Qj8%3d&docid=168d5bdeac18e451d8b7ee7a98c11b9a7&rev=1](https://fvm.sharepoint.com/NCFP-
General/_layouts/15/guestaccess.aspx?guestaccesstoken=fLV%2buioMjytcUKemKN6IhIBCS%2bsBA9rXb
w%2f6cEI8Qj8%3d&docid=168d5bdeac18e451d8b7ee7a98c11b9a7&rev=1)

Online data entry:

<https://redcap-cha.org/redcap/surveys/?s=xBJImhqTJw>

5. Evaluation Survey (retro post-pre)

Printable version:

https://fvm.sharepoint.com/NCFPP-General/_layouts/15/guestaccess.aspx?guestaccesstoken=xaoYC0Rv%2f0b7t2eYmK1Ah2CAggZWqF%2bid08g%2fl7mbsw%3d&docid=181a8648a022742919dfdb9d175725ed0&rev=1

Online data entry:

<https://redcap-cha.org/redcap/surveys/?s=C9EdbVwkH2>