

**TRAINING EVALUATOR COURSE**

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**I N T R O D U C T I O N**

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***Course Introduction***

U.S. Army Training and Doctrine Command  
Training Development and Analysis Directorate  
Ft. Monroe, VA 23651-5000

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**TRAINING EVALUATOR COURSE**

**Course Introduction**

■ **COURSE INTRODUCTION**

**PROPONENT** ▼.....  
TRADOC schools, Integrating Centers, and HQ TRADOC developed the materials that make up the Training Evaluator Course as a team effort. We acknowledge the work of all individuals and organizations that directly participated in this effort. We thank them for the support they provided and congratulate them on a job well done.

▼.....  
The proponent for this document and the Training Evaluator Course is the Commander, Headquarters Training and Doctrine Command (HQ TRADOC). Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, HQ TRADOC, ATTN: ATTG-CS, Fort Monroe, VA 23651-5000. Make telephone inquiries by calling DSN 680-5590 or COMM (804) 728-5590.

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# **TRAINING EVALUATOR COURSE**

## **Course Introduction**

### ■ **WELCOME**

Welcome to the Training Evaluator's Course. This document will give you a brief introduction to the course and answer some questions you might have, such as those listed below in the Table of Contents. As you read this document, jot down any additional questions you may have. **After reading this course introduction, see a course manager, who will answer any questions you have and help you get started with the course.**

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#### **WHAT SHOULD I HAVE DONE SO FAR?**

▼.....

So far you should have completed the following actions.

- ✓ 1. Met a **course manager** (unless training is without a course manager).
- ✓ 2. Filled out a **Student Background Sheet** and provided it to the course manager.
- ✓ 3. Discussed **local classroom regulations and policies** with a course manager (telephone numbers where you can be contacted in case of emergency, work hours, breaks, uniform, smoking area, eating/drinking in class, etc.).
- ✓ 4. Discussed the course with a course manager who filled out your **Course Map**. The course map will identify the training modules you will complete.
- ✓ 5. Received **two empty binders** (notebooks) from the course manager. You will insert the materials you receive in the course into these binders.



**If you have not completed the above actions, see a course manager at this time.**

#### **WHAT IS THE TRAINING EVALUATOR COURSE?**

▼.....

The Training Evaluator Course is a course developed primarily for new training evaluators assigned to the Directorate of Evaluation and Standardization (DOES) in each TRADOC school. Although designed primarily for DOES personnel in TRADOC schools, the training may be beneficial to other personnel who have evaluation responsibilities.

The course includes training from two sources. Part of the training is developed and directed by TRADOC (Training and Doctrine Command) Headquarters. The remainder of the training is developed and directed locally, by your school.

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The course was designed to be completed in a classroom situation with a course manager available. The course manager will help guide you through the various activities, provide feedback to you on your work, answer your questions, and provide any other assistance you require. We recommend the course be conducted in this classroom-type situation.

Although we recommend that the course be conducted in a classroom situation, it can stand alone and be completed without assistance from a course manager, much like a correspondence course. If you work through the course by yourself, without a course manager available, ignore the references made to course managers throughout the materials.

### **WHAT PRIOR TRAINING DO I HAVE TO HAVE?**

▼.....  
Prior to taking this course, you should have completed the following prerequisite training.

- ✓ 1. **A Systems Approach To Training (SAT) course.**
- ✓ 2. **An Instructor Training course.**
- ✓ 3. **A course that included training in Test Development.**

Your course manager will determine if you meet these prerequisites.

### **WHAT TRAINING WILL I RECEIVE IN THE COURSE?**

▼.....  
The Training Evaluator Course consists of a series of training modules. Each module includes lessons that provide training on one or more tasks that DOES training evaluators, such as yourself, perform. The modules that make up this program are shown in the Course Map on the following page.

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Based on input from you and your supervisor, the course manager has made a decision on what modules you will complete. The course manager has checked these modules on your personal Course Map. This document will serve as your "map" as you navigate through the course. The course manager will initial it when you begin and finish each module.

### COURSE MAP

Name \_\_\_\_\_

MODULE NO.	MODULE NAME	MODULES TO BE COMPLETED (✓)	COURSE MANAGER SIGN-OFF	
			Start Date	Finish Date
1	Inprocessing		_____	
2	Course Introduction		_____	_____
3	Evaluation of SAT Audit Trail Documents	_____	_____	_____
4	Evaluation of TRAS Audit Trail Documents	_____	_____	_____
5	Evaluation of Training Implementation	_____	_____	_____
6	Evaluation of Student Learning	_____	_____	_____
7	Evaluation of Training Transfer to the Job	_____	_____	_____
	Outprocessing			_____

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Course Introduction

#### WHAT MATERIALS WILL I WORK WITH IN THE COURSE?

▼.....  
You will work with three different sets of materials as you progress through the course. These include:

- **Student Workbooks**
- **Evaluation Job Aids**
- **Evaluation References**

When you begin each module, the course manager will give you the materials required for that module.

You will receive and use a great quantity of materials in the course. All of these materials are yours to keep. They will be very useful to you on the job after you complete the course. The course manager has given you two binders for your use in organizing and maintaining course materials for easy reference.

The binders will help you keep the materials organized during the training and will make the materials easier to use when you return to your job. A short overview of each type of material follows.

#### *Student Workbooks*

▼.....  
At the beginning of each course module you will receive a Student Workbook. For each module in the program, there is one Student Workbook. Each workbook includes one or more **lessons**. Each lesson includes a lesson introduction, training objective, and a series of lesson activities that you will complete.

The lesson activities usually will be reading assignments. To reinforce the readings, however, you will be required to complete short exercises throughout the lesson. Every lesson will also include an **End-of-Lesson exercise**. In these exercises you will be asked to answer questions or perform certain skills discussed in the reading. After each exercise, the course manager will provide you feedback on how well you did on the exercise. If you work through the course by yourself, without a course manager available, solutions to exercises will be provided in the back of the workbook.

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### **Course Introduction**

When you complete each workbook, see the course manager, who will give you an **End-of-Module Exercise**. After you complete the End-of Module Exercise, the course manager will check your work and give you feedback on how well you did on the exercise. He will either direct you to do additional exercises in the same module or give you the materials for the next module. If you are ready to begin a new module, the course manager will initial your course map to certify that you completed the current module. If you work through the course yourself without a course manager, ignore the references to course managers.

#### ***Evaluation Job Aids***

▼.....  
As a training evaluator, you will be responsible for performing many different training evaluation tasks. To assist you in performing these tasks, we have developed a series of Evaluation Job Aids that provide written instructions and guidelines for performing the tasks. You will receive job aids for most of the modules.

The job aids used in this program are simply written documents—usually checklists—that “aid” you in performing training evaluation tasks on the job. You will use the job aids as you perform the activities in the student workbooks.

As with the student workbooks, you can take the job aids with you when you complete the training program. The job aids will prove very useful back on the job when you are required to perform the tasks. They significantly reduce the amount of information that you need to recall as you perform a task on the job. They also help standardize the way different evaluators perform the same task.

#### ***Evaluation References***

▼.....  
As a training evaluator, you are responsible for evaluating all aspects of your school’s training programs, products, and processes. No one can possibly remember all the various training policies, evaluation procedures, or other information required. You, therefore, must rely heavily on the use of such reference materials as TRADOC and school regulations, school SOPs, etc.

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We have provided some of these key references as part of this course. As with the student workbooks and the job aids, the course manager will provide copies of evaluation references as you work through the training modules. The student workbooks and the job aids will refer you to these references, and you must use the references in some of the training exercises.

As with the other materials, you can take the references with you when you complete the training program. These materials will form the beginning of your personal **evaluation reference library**. You can add to your library as you collect and use additional references on the job.

#### **HOW WILL I BE GRADED?**

▼.....  
Based on your performance on the end-of-module exercises, you will receive either a GO or NO GO on each training module you complete. You must receive GOs on all modules to receive a **Certificate of Course Completion**.

If you receive a NO GO on any end-of-module exercise, the course manager will discuss your work with you. Possibly, he may provide additional practice exercises for you to work, and then require you to complete another end-of-module exercise. If you receive another NO GO, the course manager has the option of dropping you from the course or providing additional assignments.

After successful completion of all modules that you are assigned, the course manager will give you a Certificate of Course Completion.

#### **HOW LONG WILL I BE HERE?**

▼.....  
The time required to complete individual modules and the entire program will vary. Do not be overly concerned about the amount of time you spend on each module. If necessary, the course manager will let you know if you need to work faster.

## TRAINING EVALUATOR COURSE

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### Introduction to DOES and Training Evaluation

**WHAT DO I DO NOW?** ▼.....  
You are now ready to begin the training.

 **Take your Course Map to the course manager.**

The course manager will answer any questions you may have and give you the materials and directions you need to start your first module.

**Good Luck.**