

Arkansas SPDG Research-Based Professional Development
EVALUATION FORM

Workshop Title:

Date:

Location:

Lead Trainer:

Facilitator(s): _____

Directions. Please evaluate your training session relative to the following professional development (PD) practices. Mark one answer for each evaluation area.

	YES	NO	DOES NOT APPLY
Activities to Prepare Participants			
1. Participants received a description of the training with specific goals and objectives <u>prior to the session</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Participants received pre-workshop descriptions, readings, activities, or questions to think about or to prepare them for the training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Social and Learning Climate			
3. Participants received a description of the training’s specific goals, objectives, or expected outcomes near the beginning <u>of the actual training session</u> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Session began with warm-up activity or process that created a positive social, interactional, and learning climate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Field-Relevant Information			
5. Participants discussed how to apply the new knowledge, material, or practices presented to their setting/activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Participants were involved in a relevant role-play or simulation activity that related to the new information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Media was used, as appropriate, to facilitate the training goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate Practice and Application Opportunities			
8. Participants discussed the new skills that would result from the PD.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Participants developed a “personal” action plan to identify their “next step” activities to further master and use the new information in their own professional practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Participants developed an action plan with “next step” activities that would put the new information into practice in their schools or other (related) settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection and Mastery			
11. Participants discussed specific indicators—related to the knowledge, material, or skills provided by the training—that would indicate a successful transfer into practice or into their work settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Participants were asked to integrate these indicators into their action plans as part of a self-evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>