

Post Training Evaluation:

SUMMARY:

At the conclusion of a training conference participants are asked to write an email to their future selves. In this email, participants are encouraged to highlight what they have learned and to identify ways in which these learnings will be put into practice back at work.

The emails are then collected by the training facilitators with the understanding that they will be emailed back to the participants after three months.

RATIONALE:

The guiding principle of this exercise is to bridge the enthusiasm learners have after attending a meaningful conference with the elapsed time where enthusiasm fades with the reality of being back at work. By writing the e-mail to their future selves, it is hoped that the learners will thoughtfully reflect upon what they learned and areas for continued improvement.

GOALS:

1. To promote thoughtful reflection of their learning and consideration of how they can apply their knowledge in the real world. Upon reflecting on what they've learned, the participant will have the opportunity to practice:
 - Awareness** of what resonated with them and what they are looking forward to applying in their workplace.
 - Self-management for** holding themselves accountable to apply the newly acquired skills, knowledge, and practices months after attending the training.
 - Curiosity** to explore opportunities and benefits of applying their learning in an impactful way.
 - Self-advocacy** of their learning journey and what additional skills and opportunities they want to work on.
2. To measure changes in the learners' behavior, practices, or beliefs after attending the program. Doing so will help to pull meaningful assessment information about relevant changes to the learner's performance and behavior. Potential opportunities for assessment may be ascertained from answers to questions such as these.
 - Did the participants put their learning into practice at their organization?
 - Are the participants aware that they changed their behavior?
 - Was the change in behavior noticeable or measurable?
 - Are the learners able to teach their knowledge or skills to others?
 - Is this change sustainable over time?
 - Is the change in behavior supported by others?

EXERCISE EXAMPLE:

Throughout the training, you've been exposed to several topics that all have to do with different aspects of healthcare strategy at your institution. Hopefully, you've had some thoughts on how you may be able to apply these learnings back in your organization. To help with this, we'd like you to write an email to yourself. This message will be sent to you in three months as a reminder of what you learned and how you plan on putting these learnings into practice.

Instructions:

You are asked to answer the following questions when you write your email.

1. What are the most meaningful insights, observations, or methodologies you learned throughout the program?
2. Of these, which do you anticipate you will be able to put into practice at work? How?
3. Since the conference, have you been able to put into practice some of the learnings you received? If so, what were they? Describe the experience.

When you receive the email, you will have the opportunity to consider if you have been able to apply any of your learnings and think about any barriers, or blockers that may have gotten in the way.