## Annex 3: Example of self-assessments (trainings)

**Self-assessment (pre-training-assessment)**

Before the training begins, the participants should fill in a brief questionnaire tailored to the target group and the training. Please remember to explain that the purpose of the questionnaire is to document whether the training is relevant and leading to increased capacity (knowledge/skills) for the group of participants. The assessment is not an assessment of the individual participant, but of the training and it should therefore be anonymous.

In case that the participants are illiterate, guide the participants by reading the questions aloud and consider if you can use symbols, for example smileys as a tool for rating relevance and knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| **[Title for the training]**  Date: | | | |
| *Dear participant,*  *We will kindly ask you to spend a few minutes to fill in the questionnaire. You can indicate your answer by ticking the box that best suits your individual situation. Thank you!* | | | |
|  | **Not very relevant**  **L** | **Somehow relevant**  **K** | **Very relevant**  **J** |
| 1. How relevant is the training for your work life/life situation [other]? |  |  |  |
|  | **Low**  **L** | **Medium**  **K** | **High**  **J** |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
| Please describe briefly what you expect to obtain from the training: | | | |

**Self-assessment (post-training-assessment)**

Immediately after the training, the following evaluation form should be distributed and filled.

|  |  |  |  |
| --- | --- | --- | --- |
| **[Title for the training]**  **Date:** | | | |
| *Dear participant,*  *We will kindly ask you to share your assessment of the training you have just completed by filling in the questionnaire. You can indicate your answer by ticking the box that best suits your individual situation.*  *Thank you for contributing to our ongoing development and improvement of the training course!* | | | |
|  | **Not very relevant** | **Somehow relevant** | **Very relevant** |
| 1. How relevant was the training for your work life/life situation [other]? |  |  |  |
|  | **No** | **To some extent** | **Yes** |
| 1. Did the training live up to your expectations? |  |  |  |
|  | **Low** | **Medium** | **High** |
| 1. How was the general quality of the training? |  |  |  |
| 1. How was the quality of training session 1:   [name of session] |  |  |  |
| 1. How was the quality of training session 2:   [name of session] |  |  |  |
| 1. How was the quality of training session 3:   [name of session] |  |  |  |
|  | **Low** | **Medium** | **High** |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
| 1. What is your current level of knowledge about/skills in regard to [X topic]? |  |  |  |
|  | **No** | **To some extent** | **Yes** |
| 1. Did the training improve your knowledge and skills? |  |  |  |
|  | **No difference** | **Some difference** | **Great difference** |
| 1. What difference do you expect this training will make in your [work life/general life situation/other]? |  |  |  |
| 1. Please mention the 2 to 3 most important thingsyou learned during the training: | | | |
| 1. Please mention briefly what will you do differently in your [work life/general life/other] as a result of the training: | | | |

**Analysis:**

After the training, all pre- and post-assessments should be analyzed for the purpose of documenting the relevance of the training (as perceived by the participants before and after) and the level of knowledge/skills (as perceived by the participants before and after