National Institute of Environmental Health Sciences

Worker Training Program COVID-19 Training Initiative

Evaluation Tip Sheet and Resources

WTP grantees are taking on critical roles in worker health and safety during COVID-19 response. Here are suggestions and resources on how you can both:

- Document the important work to assist with long-term reporting and accountability, and
- Gain feedback and knowledge about your efforts in real time.

COVID-19 Training Course Documentation and Real-time Feedback

Consider documenting the following pieces of information as you implement training under the COVID-19 response. This information will help gather data for program improvement, for progress reporting to NIEHS, and for accountability to federal stakeholders.

- DMS required information (Date, length of course, course name/topic, number of participants, location, method(s) of delivery, states represented by attendees if available)

- Occupational background of participants (when available)

- Names of trainers, training organization

- If in-person, how was safety addressed during COVID-19?

- Did the participants report that the training was helpful for their job duties or community? (see post-test questions below for examples)

- What went well with the training? (content, personal safety, technology, opportunities for interaction)

- What problems occurred that need to be resolved for the future? (content, personal safety, technology, opportunities for interaction)

- How were cultural needs of the attendees addressed?

- What participant questions were unresolved or where is more training needed?

Sample evaluation questions

These sample questions can help assess various aspects of a training under COVID-19. The questions below are separated into two categories: **Post-course questions** that could be used immediately after a training course, and **follow-up questions** that can be used or modified as they are helpful to your own evaluation plans and for follow-up with trainees.

Meeting participants can be encouraged to fill out post-course questions through processes such as questions imbedded in an on-line course or by providing a link to an on-line form.

A. Post-Course Questions

Question	Type of Course	Scale	Source
To what extent do you agree with the following statements? • The training has prepared me to recognize COVID-19 hazards on the job. • The training has increased my knowledge on how to control COVID-19 workplace exposures.	Any course	Strongly Disagree – Disagree – Neutral – Agree - Strongly Agree	Adapted from the NIEHS Infectious Disease Response Worker Training Program (IDR WTP)
I feel prepared to instruct a COVID-19 worker health and safety training class.	Train the trainer	Strongly Disagree – Disagree – Neutral – Agree - Strongly Agree	Adapted from IDR WTP
Please rate each of the following: • Overall online learning experience • Ability to see course materials being presented • Use of interactive tools during the presentation (e.g., polls, chat, etc.) • Opportunities to interact with instructors • Opportunities to interact with other trainees • Ability to remain focused on the course without distractions	Any course	Poor – Average – Good – Excellent	Currently being used by New Jersey/New York (NJ/NY) Hazardous Materials Worker Training Center & Western Region Universities Consortium (WRUC)
Did you encounter any technical problems during the course? If yes, please elaborate.	Any course	Open-ended	NJ/NY Hazardous Materials Worker Training Center & WRUC
Based on this experience, would you take another online course? Why or why not?	Any course	Open-ended	NJ/NY Hazardous Materials Worker Training Center & WRUC
Would you prefer to take this course online or in the classroom? Why?	8-hr Refresher		NJ/NY Hazardous Materials Worker Training Center & WRUC

Question	Type of Course	Scale	Source
Was there enough time for questions and discussion?	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
I will have the equipment to use what I learned.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
My supervisor/management will support what I learned.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
How would you rate the instructor's delivery of the materials?	Train-the-Trainer/any course	Excellent – Above Average – Average – Below Average - Poor	OAI, Inc.
During the course I was able to interact well with instructors and trainees.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
During the course I was able to remain focused without distraction.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
I plan to share knowledge and skills from the course with coworkers and supervisors.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.
I plan to address workplace exposure control plans with what I learned in the course.	Train-the-Trainer/any course	Strongly Agree – Agree – Neutral – Disagree - Strongly Disagree	OAI, Inc.

B. Follow-up Questions

Grantees are encouraged to follow-up with trainees to help understand how the training may have been used back in the workplace. We understand that grantees may use different time periods for follow-up (3-12 months), and may use different methodology (survey, interview, etc.). Under COVID-19, follow-up may even occur in a shorter timeframe. At this time, we are not suggesting any one method, but offer the following question for the type of information we would find useful for reporting back outcomes.

Awareness and Operations

1) Did you or your organization make any changes or apply the training knowledge and skills in the workplace as a result of the COVID-19 course? Please provide specific examples in your response, such as:
   - Change in how you use Personal Protective Equipment (PPE)
   - Shared knowledge or skills with coworkers or supervisors
   - Reached out to others outside your direct field of work
   - Discussed possible changes a policy, procedure, or the work environment with supervisor or organization
   - Created or updated an exposure control plan based on level of risk
   - Implemented controls necessary to address risks
   - Purchased new equipment
   - Changed a policy or procedure
   - Changed the work environment to make it safer

Train the Trainer

1) What training opportunities have you had since the COVID-19/Infectious Disease Response train-the-trainer class?

2) What lessons learned do you have about delivering training under physical distancing and infection control restrictions with COVID-19?

3) Do you have any stories to share of how the trainings you delivered were used by or helped the trainees or their organizations, or helped your own organization?

4) What are the major COVID-19 questions you are receiving from your populations?

Evaluation Reporting Tips

When reporting evaluation data, it is helpful to create reports and documents that clearly represent findings and recommendations and that engage the reader. Below are resources for developing clear and useful evaluation data visualization, reports, summaries, and other tools to disseminate findings.
   - Resources from Stephanie Evergreen: Evaluation Report Checklist, Data Visualization Checklist, and tips for making your report easier to read
   - CDC's Evaluation Reporting: A Guide to Help Ensure Use of Evaluation Findings
   - Resources from Kylie Hutchinson: Free Resources and Better Evaluation Reporting Pinterest page