

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



May 27, 2004

TC LETTER: 04-05

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: STANDARDIZED TRAINING EVALUATION FORM

The Department of Child Support Services (DCSS) is releasing a standardized training evaluation form that was developed by the Child Support Directors Association's (CSDA) Training and Education Committee, in cooperation with DCSS' Statewide Training Section. It is strongly recommended that this evaluation form be used with curriculum products certified by DCSS, such as the Child Support Program Orientation curriculum.

Training Coordinators should review training evaluation data gathered from the forms to identify any patterns or areas of concern (e.g., erroneous information or ambiguities). Such data should be submitted to CSDA's Training and Education Committee, which the DCSS Statewide Training Section is a part of, via the appropriate Regional Training Coordinator. It is unnecessary to send the evaluation forms, or any other evaluation data or statistics, to the Statewide Training Section or CSDA. You may supplement the form with agency-specific items if you wish.

Evaluation is a key component of the Instructional System Design process and helps DCSS determine if training is meeting its objectives and when revisions or updates are necessary. Information and feedback gathered from the use of these forms will assist in ongoing efforts to ensure the effectiveness of California's child support training program.

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If you have any questions regarding this request, please do not hesitate to contact Kelly York, Manager of the Curriculum Management and Program Support Unit, at (916) 464-5513 or by e-mail at kelly.york@dcss.ca.gov.

Sincerely,

CARLOS P. RIVERA
Acting Branch Chief
Policy Branch

cc IV-D Directors
Training Advisory Committee

Attachment

Child Support Training – Course Evaluation

DCSS 0359 FRONT (05/04/04)

This form is used to collect participant evaluations of all DCSS-certified training courses. The information that you furnish is used by both the Certified Trainers and by DCSS to ensure that the training provided is of the highest quality. Please give complete and candid answers to all questions.

Course Title

Trainer(s)/Presenter(s)

LCSA

Current Classification

Course Date(s)

Region

How long have you worked in Child Support?

◆ *Using the scale below, indicate the extent to which you agree with each of the statements that follow. Please provide any additional comments on the lines provided.*

1. **The course goals and objectives were clearly defined.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. **The course goals and objectives were met.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. **The exercises and “learn by doing” activities helped me increase my knowledge and improve my skills.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. **The training aids, such as handouts, audio or visual presentations, participant guide, etc., assisted or enhanced my learning.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. **The material was logically sequenced and easy to follow.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. **The material was written at a level which I could easily understand.**

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
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7. The course gave me a good working knowledge of the subject and practical skills to perform my job.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. What do you feel was the most useful skill/information presented?

9. What would have made this course more effective?

10. Do you have any additional comments?

Thank you for taking the time to complete this evaluation. Your input is valuable and helps us plan future training programs.

Name (optional)