

## EVALUATING AND ASSESSING THE EFFECTIVENESS OF MEMBER LEARNING AND DEVELOPMENT

### Introduction

The Member Development Steering Group recognises the importance to Members of providing learning and development opportunities that support them in their role as a county councillor. It is committed to ensuring that the opportunities offered to Members should be of a consistently high standard and should be effective in developing Members' knowledge and skills. The process for evaluating and assessing the effectiveness of Member learning and development is intended to enable Members to shape the learning and development opportunities they are offered, ensuring that they are of the correct standard and beneficial, and to identify any improvements to be made to future provision.

1. The process enables Members to contribute their views at three stages:
  - before attending an event, to set out what they expect to learn and gain from attending;
  - immediately after the event, to assess whether their needs have been met;
  - and three months after attending, to evaluate whether the learning from the event has been put into practice and is beneficial.
2. Members are invited to request attendance on courses, conferences or events to meet their individual learning and development needs. The learning and development application form invites Members to specify what learning they expect to gain by attending each event, and this constitutes the pre-course evaluation element of the process.
3. It is customary for learning and development providers to request attenders to provide immediate evaluation of each event, usually by completing a validation/feedback form at the end of the session. Where the event is provided by Surrey County Council, these forms are collated by Democratic Services and shared with the training provider, so that changes can be made to the content or delivery if necessary, should the event be offered again.
4. Having attended the event, Members will be given time to put any learning into practice before being invited to complete a follow-up form, usually 3 months afterwards. This offers Members the opportunity to reflect on the effectiveness of the learning and development activity they have attended and to gauge to what extent it has proved to be personally beneficial.
5. Where a Member has attended a learning and development event outside the County Council that they have found either particularly beneficial or, alternatively, that it has not met their expectations, Members are requested to submit their views to Democratic Services, so that they can be taken into account should other Members request attendance at the same event in the future.
6. Where repeat and/or refresher courses are sought on any particular issue, the feedback analysis summaries from any previous sessions will be consulted to ensure that the training package offered by the provider is of the

required standard and, so far as possible, is tailored to the needs of Members.

7. This process is designed to ensure that learning and development events are meeting Members' needs and that there is continuous improvement of the opportunities offered to Members.

**February 2013**

DRAFT

## Legal and Democratic Services Member Training & Development Evaluation Form



<b>Name</b> <i>(please print):</i>	
<b>Event Title:</b>	<b>Name of Trainer/Organisation:</b>
<b>Venue:</b>	<b>Date:</b>

**Please rate on the basis 1 – 5 and tick as appropriate: 1= poor, 2 = adequate, 3 = satisfactory, 4 = good, 5 = excellent**

How would you rate the following?	1	2	3	4	5	Comments
1 Achievement of event aims and objectives						
2 Delivery of the event						
3 Quality of the event handouts						
4 Relevance to your current role						
5 Pre-event administration						
6 Suitability of the venue						
7 Do you feel able to apply this new learning into practice?	YES: <input type="checkbox"/>			NO: <input type="checkbox"/>		<input type="checkbox"/>
<p>If you answered yes to the question above, please explain: How?</p> <p>What were the most useful elements of the event?</p>						
8 Would you recommend the event to colleagues?	YES: <input type="checkbox"/>			NO: <input type="checkbox"/>		<input type="checkbox"/>
Any other comments:						

Thank you for completing this questionnaire. Please return the completed form to:  
**post:** Business Support Team, Legal and Democratic Services, Room 122, County Hall, Kingston-upon-Thames, KT1 2DN; **fax:** 020 8541 9009

**Legal and Democratic Services  
Member Seminar Evaluation Form**

**NAME:**

**EVENT TITLE:**

**DATE:**

Please share your thoughts on the contents of the day, by evaluating the following sessions.

<b>1. Achievement of event aims and objectives</b>			
Poor	Adequate	Good	Very Good
<b>2. Delivery of the event by the presenters</b>			
Poor	Adequate	Good	Very Good
<b>3. Quality of the presentation, ie powerpoint slides</b>			
Poor	Adequate	Good	Very Good
<b>4. Suitability of the venue</b>			
Poor	Adequate	Good	Very Good
<b>4. Pre-event administration</b>			
Poor	Adequate	Good	Very Good
<b>6. What were the most useful/least useful elements of the seminar?</b>			
<b>7. How will attending this event affect you and the way that you work?</b>			
<b>8. Would you recommend the event to colleagues?</b>		Yes	No
<b>9. Do you have any further comments?</b>			



**Legal and Democratic Services  
Member Training & Development  
3 Month Evaluation Form**

<b>Name</b> <i>(please print):</i>	
<b>Event Title:</b>	<b>Name of Trainer/Organisation:</b>
<b>Venue:</b>	<b>Date:</b>

**Please rate on the basis 1 – 5 and tick as appropriate: 1= poor, 2 = adequate, 3 = satisfactory, 4 = good, 5 = excellent**

How would you evaluate your learning?		1	2	3	4	5	Comments
1	Have you achieved your required changes in your knowledge, skills and/or behaviour?						
2	To what extent has the event helped you in your role as a county councillor?						
3	How would you now rate your knowledge, skills and experience in the event topic?						
4	Have you had an opportunity to put this learning into practice?	YES: <input type="checkbox"/>		NO: <input type="checkbox"/>			If yes, how?:
5	Is any further development required?	YES: <input type="checkbox"/>		NO: <input type="checkbox"/>			If yes, please give suggestions:
Any other comments?:							

Thank you for completing this questionnaire. Please return the completed form to: Business Support Team, Legal and Democratic Services, Room 122, County Hall, Kingston-upon-Thames, KT1 2DN; fax: 020 8541 9009

This page is intentionally left blank