

Components

An **Assessment** is an evaluation of knowledge and ability. Assessments bring confidence and closure to the training experience. **Assessing** trainee knowledge is important to:

- the Trainer as it ensures that he/she transfers the intended base knowledge.
- the Trainee as it gives them confidence in their understanding of the material.
- the Employer as it validates the worth of their investment in their employees.

Pre-assessments help determine what is known versus what is unknown.

Post-assessments, or verification assessments, help verify the transfer of knowledge has taken place.

This is important because:

- Assessments provide effective and measurable vendor and/or in-house training.
- Employees pay more attention during training when they understand:
 - their current knowledge base.
 - they will need to demonstrate new knowledge following class.
- Trainers take the transfer of knowledge more seriously when they know a client will verify the knowledge transfer through demonstration.

Discovery

- How confident are you in your employees' understanding of their jobs?
- What results do you think you would get if you ask your employees the question "I feel I know ___% of the things I need to know to perform my job well"?
- How do you determine if an employee is ready to perform a new task?
- What do you consider to be key to the success of your project?
- What assurances do you have that training will be a success this time and going forward?
- What did you learn about the results of the training process from the last training cycle?
- How will you ensure that training is directed and that the goal has been reached?

Complementary Services Offered

Vendor Training Monitoring
Training Plan Development



Assessment Services (Pre – Post)

Tasks

- Determine end goal. (E²M/Polytron & Client)
- Obtain equipment, process, and/or system materials. (E²M/Polytron & Client)
- Create, review, & approve pre-assessment questions. (E²M/Polytron & Client)
- Administer pre-assessments. (E²M/Polytron or Client)
- Develop training goals & objectives. (E²M/Polytron)
- Create, review, & approve post-assessment questions. (E²M/Polytron & Client)
- Administer post-assessments. (E²M/Polytron or Client)
- Provide analysis. (E²M/Polytron)

Benefits

- Pre-assessments help:
 - the students understand their own knowledge base.
 - the trainers determine the most important topics.
 - the employer justify the cost.
- Post-assessments help:
 - the students verify what they have learned
 - the trainer confirm that knowledge has been transferred.
 - the employer prove the R.O.I.
- Data gathered from assessments provide:
 - a detailed **Learning Path** that identifies what students need to learn during training.
 - a **Gap Analysis** that identifies what trainees should know and what they do know to ensure continual learning takes place.

Common Questions

What is the difference between a pre & post assessment?

A pre-assessment is a self-assessment that can be answered with a simple “yes” or “no” and is used to determine knowledge prior to training. A post-assessment is a hands-on demonstration done at the end of training.

Can I just post-assess and not pre-assess?

Yes, and in many cases the training will be just as effective. However, in most cases, pre and post assessments work in combination to prepare students and verify knowledge.

Sounds time consuming. Should I really take the time?

Yes. Assessing is not as time consuming as having to hold a second training session or dealing with down equipment. If you really want R.O.I., assessments are the key.

Why not just call this what it is, a test?

A test is pass or fail. Assessments are not. The pre-assessment is simply a self-evaluation of current knowledge skills. Although the post-assessment is a hands-on verification, it is a confirmation of knowledge transfer that is used as an opportunity for both the student and trainer to validate.