

Training Evaluations: Talking Points for Trainers

IdahoSTARS ★ 121 West Sweet Ave ★ Moscow, ID 83843 or Call the 2-1-1 Idaho CareLine by dialing 2-1-1 or 1-800-926-2588

SAME DAY EVALUATION STEPS

1. Hand out and collect a Same Day Evaluation to each attendee
2. Mail the Same Day Evaluation to the Training Office for entry and summarization
3. Trainers view the evaluation summary on the IdahoSTARS Training Database

REFLECTIVE EVALUATION STEPS

1. Fill out the Reflective Evaluation Information sheet
2. Hand out the Reflective Evaluation Information sheet to each attendee
3. Explain the importance of the Reflective Evaluation: Reflective Evaluation is mandatory to receive IdahoSTARS training hours (Talking Points below)
4. Trainers view the evaluations on the IdahoSTARS Training Database

REFLECTIVE EVALUATION TALKING POINTS

- IdahoSTARS has implemented a mandatory Reflective Evaluation, which will be completed online by the attendees two to four weeks after a training. This is due to a request from our funding and monitoring agency, Idaho Department of Health and Welfare. The IdahoSTARS Training Office must demonstrate providers are using the information learned during IdahoSTARS Approved Trainings with the children and families they work with.
- Demonstrating providers are gaining knowledge which is used in their work will help provide future funding for training scholarships and Professional Development System Registry Incentives.
- Attendees will submit the Reflective Evaluation online to the IdahoSTARS Training Office instead of directly to the trainer to maintain confidentiality. The evaluation feedback will be available for trainers to view online on the IdahoSTARS Training Database.
- The Reflective Evaluation will be filled out by the attendee two to four weeks after the training date. This will allow for a reflection time and implementation of the learned material.
- If the provider does not have access to the internet, a Reflective Evaluation may be completed over the phone by contacting the IdahoSTARS Training Office at 2-1-1 or 1-800-926-2588.
- Once a provider has completed the Reflective Evaluation and other requirements of the training (such as homework or payment), the training hours will be automatically added to their IdahoSTARS Training Transcript.
- Remind attendees that they will not receive training hours until the Reflective Evaluation is completed (two to four weeks after the training date). The evaluation will be open for completion for 3 months.
- The Training Office will mail the certificate to the attendee within seven business days of the submission of their Reflective Evaluation.