

Section: IX Evaluation of content of course.
Subject: Method

Main points:

Each course should end with an evaluation of whether the main points of the course can be recalled by the participants. This helps the trainer to plan future courses, to see if any changes in emphasis are needed, and to reinforce important points to the participants.

**PARTICIPANTS SHOULD BE TOLD AT THE BEGINNING OF A COURSE THAT THEY
WILL BE ASKED QUESTIONS ON IT AT THE END.**

**THE TIME ALLOWED FOR EVALUATION SHOULD BE AT LEAST 5% OF THE
TOTAL TIME FOR THE COURSE.**

**FROM EACH SECTION USED DURING THE COURSE, THE TRAINER SHOULD
SELECT THE POINT CONSIDERED MOST IMPORTANT IN THAT SECTION.**

**IF TIME PERMITS, OTHER POINTS SHOULD
BE SELECTED IN DESCENDING ORDER OF PRIORITY.**

**FOR EACH POINT SELECTED, PREPARE A VISUAL AID FOR DISCUSSION.
NUMBER THESE VISUAL AIDS IN THIS SECTION IX.**

**TRAINERS MAY WISH TO KEEP THEIR OWN RECORDS OF THE RESPONSES,
GIVING THE GROUP A MARK OUT OF TEN FOR THE RESPONSE TO
EACH QUESTION.**

THE AVERAGE MARK INDICATES THE RECEPTIVITY OF THE GROUP.

Examples of visual aids:

1. Photographs already shown during the course.
2. Other photographs taken for possible use during the course, but not selected. These may be accurate, or may have been rejected because an error in composition meant that the point was not well illustrated (such as the inclusion in the picture of a bystander surrounded by application equipment and smoking!).
3. Texts of procedures to put in correct order.
4. Texts of names of local products for identification as to approved name or chemical group.
5. Texts of 'For discussion' questions in the modules.

Suggested visual aids: As suggested above.