

Planning for Impact : CPD

Questions that could be useful in developing a more holistic and meaningful approach to measuring the impact of CPD.

The questions are related to the CPD Evaluation Cycle

CPD Planning Meetings, Course Development

A: Identification of Need/Purpose

What are the key objectives of the proposed CPD?

What 'metrics' have been used to define the participants needs?

SWOT Analysis ?
SKILLS Gap Analysis ?

How is the training going to be followed up with delegate?

B: Anticipated Changes

Have you listed *course* outcomes in terms of Knowledge, Skills being delivered?

What changes in professional behaviour would you anticipate if/when this new skill and learning have been acquired?

Suggested Time Line : 2 - 4 weeks prior to course

C: Participant Preparation (pre 'course')

Will the participants be given the opportunity to reflect upon their current skills and knowledge in relation to the *course* they will be attending?

What are their expectations about the *course* they are about to take?

Are there any course outcomes which directly involve them in setting their own goals and targets and how will you be able to help review these?

KWL GRIDS a grid recording

What is KNOWN about the topic
What key questions do they need/seek WANT answers for?
(post event) What has been LEARNED

The KWL grid is a concise way of accessing prior learning, defining learning questions and recording what has been learned.

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Suggested Timeline: During Course

LEVEL 1 : Training

How are you capturing the reaction to the training sessions?

Some ideas

Scaling Qualities/Responses gives a subjective measure

Good Practice

Use a 7 point scale

"Measure" a range of 'immediate impact values'

Suggested Timeline: 1 - 10 days after the event

LEVEL 2: Learning

How are you going to record what has been learned?

Ask delegate to complete the L KWL grid sent in C (above)

Ask delegate to identify and share 5 key actions from the course

Delegates complete set their targets and goals based on 'new learning'

When and how will you compare the delegates learning with your objectives/predictions?

Suggested Timeline: 10 - 60 days after the event

LEVEL 3: Effect

How are you going to explore changes in behaviour following the course?

This is an ideal opportunity for 'coaching schools'

Delegates could be asked to complete a simple follow-up questionnaire

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Suggested Timeline: 10—60 days after the event

LEVEL 4: Change

How are you going to explore changes within the context of the organisation?

An interview with SMT and the delegate could provide some valuable information

Suggested Timeline: 200 - 300 days after the event

LEVEL 5: Transfer

Are you planning to do a 'retrospective' review of the course with delegate?

How is the training going to be put into the context of improved performance, changed practice and better learning for pupils (if training is in the context of raising pupil performance)

How will this information be used to inform 'next steps' and future training needs

Suggested Timeline: 250 + days after the event

A: Identification of Need/Purpose

Delegate actively involved in needs analysis for own development which in turn informs training and CPD planning

How are you going to collate, store and use the information collected to inform practice and complete a meaningful 'impact statement'?

Remember that as trainers and course organisers you will have a perspective on each of the Impact Levels.

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What were your reactions to the training?

What were did you learn?

What changes in your behaviours will the course feedback inspire?

What changes in your organisation/systems will the course provoke?

How are you going to evaluate and reflect upon this new learning, these new behaviours?

What comments can you make about the value of your courses in terms of:

The relevance to the participants—as they reported it?

The relevance to the participants - as they later reflected upon it?

The delivery of your stated objectives?

The feedback received from the organisations involved?

The return on investment of time and money?