

INTRODUCTION

0.1 INTRODUCTION TO THE MANUAL

0.1.4 EVALUATION OF THE TRAINING MODULES

(FOR COMPLETION BY BOTH TRAINEES AND INSTRUCTORS)

ABOUT THIS EVALUATION SHEET

Each of the Training Modules contained in this Manual deals with just one of many aspects relating to the use of draught animal power in agriculture. In order to assist in the continuous updating of the training material and to improve its presentation, you are kindly requested to complete a separate Evaluation Sheet for each training Module used during the course. This request is extended equally to all the Trainees, Observers, Training Instructors or other persons using one of the Modules.

The Evaluation Sheet on the following pages, can be reproduced most easily by simple photocopying. It may, however, be found much cheaper to prepare a stencil and to duplicate the number of sheets required. The total number of Evaluation Sheets which will be needed equals the (Number of Modules) x (Number of Trainees) which for an intensive course for 20 Trainees using 50 Modules would amount to 1,000 Evaluation Sheets. In this case, duplicating would normally be much cheaper than photocopying.

The completed Evaluation Sheets for each Module should be returned to your Training Officer, who is kindly requested to prepare Summary Tables giving an analysis of the results of the Evaluation.

The Summary Tables can most easily be prepared by using the same Evaluation Sheet and noting the total number of replies received for each of the optional answers to the 12 questions. Please ensure that the total number of Evaluation Sheets analyzed for each Module is also included on the returns in the Box provided for this purpose (this is important as some questions may not receive replies). It is also important to clearly indicate the Revision Date of the Module used and its Number. A Summary of any comments made in reply to the Question Numbers 9, 10, 11 and 12 should also be included with the returns. Typing of this Summary is not necessary.

Once the Evaluation Sheets have been analyzed in this manner, the Summary Tables should be returned to FAO Headquarters, Rome (through the local FAO Representation in your country, if possible). Please send replies to the following address:

The Animal Production Officer,
(DAP Training Manual),
Animal Production and Health Division (AGA),
FAO,
Via delle Terme di Caracalla,
00100, Rome, ITALY

MODULE EVALUATION SHEET

EVALUATION OF THE TRAINING MODULE

FOR COMPLETION BY BOTH TRAINEES AND INSTRUCTORS

USE OF THIS EVALUATION SHEET

Each Training Module in this Manual deals with just one of many aspects relating to the use of draught animal power in agriculture. In order to assist in the continuous updating of the training material and to improve its presentation, you are kindly requested to complete this Evaluation Sheet and return it to your Training Officer.

To be completed by Training Officer only:

Total Number of returns for this Module: (for completion by the Training Officer)	
Name of Training Organization which arranged the course (for completion by the Training Officer):	

TO BE COMPLETED BY ALL TRAINEES AND INSTRUCTORS, ETC.:

Module Number:	
Revision date (see pages 2, 3 and 4 of Module):	

PERSON SUBMITTING EVALUATION (Please tick one box)	OCCUPATION (Please tick one box)
Trainee on this course	Extension Officer
Instructor on this course	Farmer
Other (please specify, eg. Observer, etc.)	Other (please specify, eg. College Instructor, etc.)
Today's date :	Place where Module was used (town or village):

Please rate on a scale of 1 (very poor quality and of little use) to 5 (very good quality and very useful to you), each of the following aspects of this Training Module by marking a check (✓) in one of the boxes below.

ASPECT TO BE EVALUATED	RATING (Place a tick in one of the Boxes)				
	1 (--)	2 (-)	3 (OK)	4 (+)	5 (++)
1) Evaluate the written content					
2) Rate the photographs (leave blank if no photographs)					
3) Rate the drawings (leave blank if no drawings)					
4) Rate the tables (leave blank if no Tables)					
5) How do you judge the utility of this Module for your country?					
6) Now judge the utility of this Module for your local area.					
7) Rate the utility of the practical exer- cises which accompanied this Module (leave blank if there were no practical exercises)					
8) Rate the quality of instruction given during this training session.					

ASPECT TO BE EVALUATED	Place a Tick next to answer	
9) Did you find this Module particularly useful to you?	YES...	NO...
10) Did you find any part in this Module of little or no interest to you?	YES...	NO...
If "YES", write the title here		
11) Did you find any part in this Module particularly difficult to understand?	YES...	NO...
If "YES", write the title here		
12) Did you notice any topic which should have been mentioned but which was omitted from this Module?	YES...	NO...
If "YES", describe the topic here		