



CFITES SERIES

How to Meet Requirements 6 of 7

Analysis

Design

Development

Conduct

Evaluation

Validation

The primary objective of the Evaluation Phase is to assess whether the training satisfied the objectives of the instructional programme in the most effective and efficient manner. The evaluation process is complete once the recommendations are implemented. The responsibility for implementing all recommendations or explaining why they have not resides with the person that initiated the evaluation. The Canadian Armed Forces (CAF) conducts the evaluation using the following 4 step process.

Step 1

Develop Evaluation Plan



CFITES Requires

Plan programme evaluation as follows:

1. Determine the scope of the evaluation – i.e., full or focused on a particular area of concern
2. Determine programme components to be assessed & create a checklist
3. Identify sources & methods of data collection
4. Identify resources & timeline for the evaluation
5. Assess the evaluation plan

Step 2

Collect and Analyse Data



CFITES Requires

Supplement data from existing documents & courseware with observations, interviews, questionnaires, etc. Canadian Forces Individual Training and Education System (CFITES) Volume 11 Evaluation of Instructional Programmes provides a full list of documents to be analyzed & recommendations on trend & cost analysis methods that can be used to support this phase of the evaluation.

ADVISOR Added Value

- ✓ Provides multiple data collection forms to support various methods including individual interviews, focus groups, observations, questionnaires & surveys



Step 3

Interpret Findings and Draw Conclusions



CFITES Requires

Analyse the data, interpret findings (statements of fact derived from collected data) & accurately draw conclusions by carefully inspecting the results, looking for patterns, peculiarities & relationships.

If problems are identified, the cause of each problem should be determined & a solution recommended. Causal factors (without which the problem could not have occurred) are identified & multiple solutions to address the causal factors are generated by analyzing the context & conditions surrounding the problem. Although some problems may be self-explanatory, others may require further investigation & consultation with respondents & stakeholders to confirm.

ADVISOR Added Value

- ✓ Provides a comprehensive performance improvement model with root cause analysis function that quickly zeros-in on the source of the problem, & identifies Plausible Solutions to achieve the desired standard
- ✓ Minimizes waste & maximizes impact by forecasting the costs & benefits of Plausible Solutions & focusing resources on initiatives with highest value

Step 4

Report Actions and Recommendations



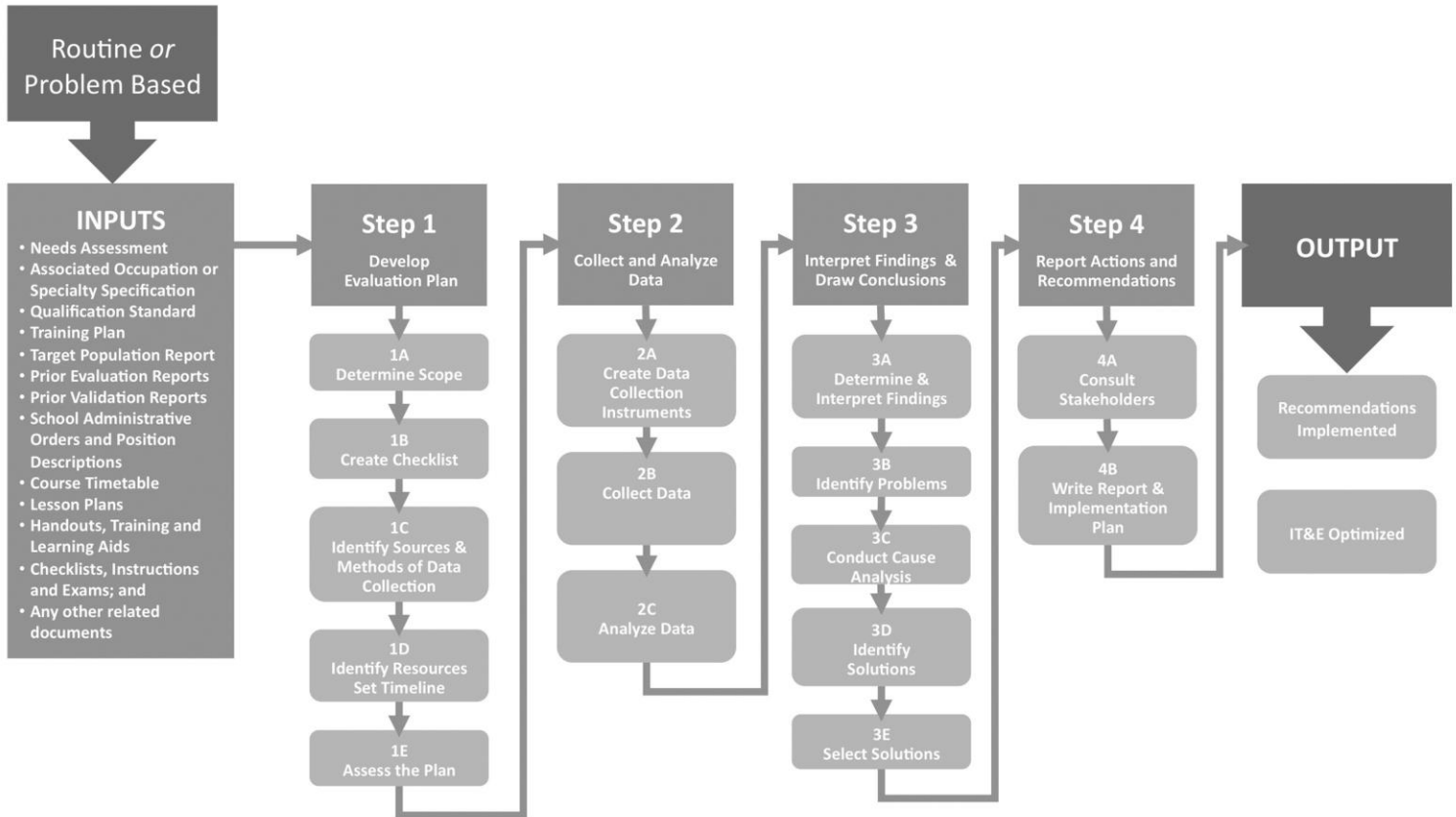
CFITES Requires

Consult stakeholders to verify that the drawn conclusions are accurate & seek their insights regarding the recommended solutions.

Generate evaluation report with sufficient details to allow the readers to examine the evaluation process, the findings, the recommendations & follow-up actions. The report should also include an implementation plan for each recommendation that considers the time & effort required to carry out the recommendation as well as the risk of not implementing.

ADVISOR Added Value

- ✓ Generates Performance Analysis report to support recommendations in a single click
- ✓ Forecasts the costs & resources needed for each of the recommended solutions
- ✓ Generates project plan for each of the recommended solutions. Assists project managers in locating the required personnel & resources; validating availability; producing project plans & Gantt charts; as well as tracking progress in real time



Contact us today to find out how we can assist you in meeting CFITES requirements and drive training efficiency.