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| **Evaluation Levels****1 – 4**  | **Questions/Inquiries**What you want to *ask/know,* specifically regarding the focus. | **Measures/Instruments***Method*(s) used to measure data; lists, photos, timed observations, narratives, etc. | **Data Collection***When* will trainer collect the data; weeks, months, pre-/post-training? | **Data Analysis***Summarizing* the data; written reports, graphs, photos, etc. | **Disseminate** **Results to:***Who* receives the report of findings? |
| **4-**Results and Impact(*Children, Families, or Program*) | Has there been an increase in the number of children who read books during free choice, and the time the children spend reading books during free choice? | Pre Training Session – observe children over 2 days during free choice times. Indicate number of children who look at books/read during free choice and how long they spend reading books.Pre Training Session – observe children over 2 days during free choice times. Indicate number of children who look at books/read during free choice and how long they spend reading books.(make sure to observe at the same times before and after training session) | Participant will bring data from observations to the training session.3 months post training session contact each participant and request data. | Gather all the data and identify how many more children choose to read books during free choice and identify the difference in time spent looking at books during free choice.  | Trainer and Director |
| **3-**Behavior Change(*Adults*) | What developmentally appropriate books are available to your classroom?  | Pre Training Session – list of all books accessible to the children in the classroom.Post Training Session – list of all books accessible to the children in the classroom. | Participant will bring list to the training, during the training will be given the opportunity to start marking through books they wish to remove from their classroom.5 weeks post training session, will contact each participant and ask them to share their updated list of books accessible to children in the classroom. | Gather all the data and indicate how many teachers changed classroom practices and added/changed books accessible to the children, and if the changes are DAP.  | Trainer and Director |
| **2-**Participant Learning | Name at least 3 books you would add to your preschool library. | Evaluation form created based on general information and learning objectives. | At end of the training. | Gather all responses. Make notes about how much information was retained and identify any changes that need to be made. | Trainer |
| **1-**Participant Reactions | Were the handouts provided related to training session content? | Evaluation form created based on general information and learning objectives. | At end of the training. | Gather all responses. Make notes about how the course ran and identify any changes that need to be made. | Trainer |