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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 |