



Step 4: Learning Evaluation, Design

Design how evaluation metrics will be captured, aggregated, and displayed.
Complete a copy of this worksheet for each metric identified in Step 2, Define.

Use this worksheet to prioritize and ensure a good spread of metrics.

Metric Name/Topic:

At what level or area does the metric operate? Select all that apply.

Project goals	Job performance	Knowledge	Delivery	Quality

During what stage of the program will the metric be captured? Select all that apply.

Pre-training	Training	Post-training	Application	Post-application

Technical question: How will data be captured? Outline all possible options and choose one.

If you're unsure how to answer, ask your Watershed contact for help. Use the next page if you need more space.

How important is this metric compared to others you've identified? Select one.

♥	♥♥	♥♥♥	♥♥♥♥	♥♥♥♥♥

How much time is required to capture this metric compared to others you've identified? Select one.

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How much cost is required to capture this metric compared to others you've identified? Select one.

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Use this extra space to list options for data capture.