

EVALUATION TOOLKIT: TRAINERS' LOGBOOK

GENERAL INFORMATION

Name of training:

Name of Trainer:

Name of institution and city where the training is developed:

Trainees number and typology :

UNIT 1 (SPECIFY THE TITLE)

Pre-work

- What preliminary activities (e.g., preparation of materials, adaptation, communication, engagement of institutions, etc.) did you carry out to prepare this unit (if any)?

Work

- How were the learning resources, including materials, activities and exercises, in terms of relevance, consistence with the objectives, comprehensiveness, cognitive load, clearness of instruction?
- How was trainees' participation in the online and face-to-face activities? How was the interaction between trainer-trainees and trainees-trainees? Please, if possible, describe a particularly meaningful (positive or negative) episode about trainees' participation and interaction.
- How was the blending between the online and face-to-face activities? Was it effective in terms of learning?
- Did you face any technical troubles? How was the use of the platform?
- What have been the most significant learning situations? Why? Could you describe them or give an example?
- What were the main challenges? How did you manage them?

Post - work

- What would you change about this unit? Do you have any suggestions to improve it?

Other (if any) Please, add further observations, if any.

UNIT 2 (SPECIFY THE TITLE)

- Pre-work**
- What preliminary activities (e.g., preparation of materials, adaptation, communication, engagement of institutions, etc.) did you carry out to prepare this unit (if any)?
- Work**
- How were the learning resources, including materials, activities and exercises, in terms of relevance, consistence with the objectives, comprehensiveness, cognitive load, clearness of instruction?
 - How was trainees' participation in the online and face-to-face activities? How was the interaction between trainer-trainees and trainees-trainees? Please, if possible, describe a particularly meaningful (positive or negative) episode about trainees' participation and interaction.
 - How was the blending between the online and face-to-face activities? Was it effective in terms of learning?
 - Did you face any technical troubles? How was the use of the platform?
 - What have been the most significant learning situations? Why? Could you describe them or give an example?
 - What were the main challenges? How did you manage them?
- Post - work**
- What would you change about this unit? Do you have any suggestions to improve it?
- Other (if any)** Please, add further observations, if any.

UNIT N (SPECIFY THE TITLE)

- Pre-work**
- What preliminary activities (e.g., preparation of materials, adaptation, communication, engagement of institutions, etc.) did you carry out to prepare this unit (if any)?
- Work**
- How were the learning resources, including materials, activities and exercises, in terms of relevance, consistence with the objectives, comprehensiveness, cognitive load, clearness of instruction?
 - How was trainees' participation in the online and face-to-face activities? How was the interaction between trainer-trainees and



trainees-trainees? Please, if possible, describe a particularly meaningful (positive or negative) episode about trainees' participation and interaction.

- How was the blending between the online and face-to-face activities? Was it effective in terms of learning?
- Did you face any technical troubles? How was the use of the platform?
- What have been the most significant learning situations? Why? Could you describe them or give an example?
- What were the main challenges? How did you manage them?
- What would you change about this unit? Do you have any suggestions to improve it?

Post - work

Other (if any)

Please, add further observations, if any.