## Pre-Assignment

Review the list of topics below, taken from the Table of Contents for this course. Beside each topic, place a letter indicating your interest in the topic.

* **X** = Already familiar with the topic
* **I** = Important to you
* **L** = Less important to you
* **N/A** = Not applicable

| Topic | Interest | My Notes |
| --- | --- | --- |
| The Four-Stage Process by David Kolb |  |  |
| Kolb’s Learning Styles |  |  |
| Kirkpatrick’s Levels of Evaluation |  |  |
| Goal Setting |  |  |
| Self Evaluations |  |  |
| Peer Evaluations |  |  |
| Supervisor Evaluations |  |  |
| High-Level Evaluations |  |  |
| Performing a Needs Assessment |  |  |
| Creating Learning Objectives |  |  |
| Drilling Down Into Content |  |  |
| Creating an Evaluation Plan (Who, What, When, How) |  |  |
| Workplace Observation |  |  |
| Objectives Assessment |  |  |
| Pre-Assignments and Pre-Tests |  |  |
| Reviewing Learning Objectives |  |  |
| Performing Hip-Pocket Assessments |  |  |
| Quizzes and Tests |  |  |
| Skill Assessments |  |  |
| Evaluation Timelines |  |  |
| Learning Journal |  |  |
| Creating a Long Term Evaluation Plan |  |  |
| Methods of Long-Term Evaluation |  |  |
| Documenting Lessons Learned |  |  |
| A Basic Return on Investment Formula |  |  |
| Identifying and Measuring Tangible and Intangible Benefits |  |  |
| Calculating Total Costs |  |  |
| Making a Business Case |  |  |