**STEPS FOR CONDUCTING LEVEL 1 (REACTION) EVALUATIONS**

**Step 1:** Select the Tool
- Use Level 1 evaluation forms to measure participants' reactions to learning and non-learning events and e-learning courses.

**Step 2:** Plan the evaluation
- Level 1 evaluations use a rating scale of 1-5 making it easier to score and compare results across events.
- Space is available for participants' comments on the event or e-learning course under evaluation.

**Step 3:** Implement the evaluation
- Make enough copies of evaluation forms for every event and for participants.
- Assure participants the evaluations will be handled professionally and comments remain anonymous. Participants should be informed that their answers must be frank and honest and that the results will be used to improve the training.
- Make sure that every participant completing the event or e-learning course completes the evaluation form.

**Step 4:** Analyse the results
- Event details: provide full event description and statistics as required on page 1 of the learning and non-learning event and e-learning course forms.
- Rating scales: For each item criteria, enter the total responses from entries in the 1 - 5 scale where applicable.
- Comments: Review the comments and categorize them based on similarities.

**Step 5:** Report Evaluation Results
- Report Level 1 evaluation results using the "Manager's Feedback" Form
- Results are used at corporate level to:
  (a) improve quality of training interventions
  (b) strengthen organizational learning
  (c) enhance accountability to donors & beneficiaries

Adapted from Training Evaluation Toolkit (FAA Office of Human Resources Development: 1994)