Skills Development Template

The Skills Development Template includes example pre-assessment, knowledge check, and post-assessment questions to assist with evaluating HIV/AIDS Community Information Outreach Project (ACIOP) skills development training activities. It is not a requirement to use the entire template; however, there are **two mandatory questions** on the pre-assessment and post-assessment that you are required to use when conducting a skills development (training) activity. The required questions are necessary to evaluate skills development trainings across ACIOP Projects.

ACIOP Skills Development Evaluation Questions:

Training
T.1   What types of trainings are being developed? (Use training development template.)
T.2   Who is the target training population? (Use training development template.)
T.3   How many people are being trained? (Attendance/completion) (Use sign-in sheet.)
T.4   Are consumers satisfied with trainings?
T.5   What are the training outcomes/skills developed?

Utilization
U.1   What type of information are consumers utilizing?
U.2   How is that information being utilized?
U.3   What are the outcomes associated with consumer utilization of information resources?

Questions	Type of question	Response category (ies)	Evaluation questions answered
Pre-Training			
What do you expect to learn from today's training?	Open-ended	Short answer	T.5
Have you previously used any online resources to find HIV/AIDS-related information?	Multiple choice	Yes, No	T.5 U.1
If yes, what online resources do you currently use?	Open-ended	Short answer	T.5 U.1
Do you currently share online resources with clients, staff, and colleagues?	Multiple choice	Yes, No	T.5 U.1 U.2 U.3
If yes, what online resources do you currently share?	Open-ended	Short answer	T.5 U.1 U.2 U.3
Have you ever heard of the National Library of Medicine (NLM)?	Multiple choice	Yes, No	T.5

Questions	Type of question	Response category (ies)	Evaluation questions answered
Have you previously used any of the following NLM online resources? [**MANDATORY QUESTION**] [ ] AIDS*info*® [ ] *info*SIDA® [ ] AIDSource [ ] AIDSource Espanol [ ] MedlinePlus® [ ] MedlinePlus® Espanol [ ] PubMed®/MEDLINE® [ ] Other NLM resource (Please specify)	Select all that apply	Categories provided	T.5 U.1
Please rate your ability to locate the most reliable online resources for HIV/AIDS information. [**MANDATORY QUESTION**]	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5
Please rate your ability to evaluate online resources for quality, accuracy, and authority.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5

Questions	Type of question	Response category (ies)	Evaluation questions answered
Please rate your ability to identify appropriate search terms to find the most relevant results.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5
Please rate your ability to find evidence-based research articles in PubMed.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5
Please rate your ability to search online resources to find HIV/AIDS information efficiently.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5

Questions	Type of question	Response category (ies)	Evaluation questions answered
Knowledge Check			
AIDSource provides access to a comprehensive list of resources within and outside of NLM, including resources for specific populations and audiences.	Multiple choice	True, False	T.5
AIDS*info*® is organized around five main categories, which of the following is **NOT** a category?	Multiple choice	a. Apps b. Guidelines c. Biomedical Literature d. Clinical Trials e. Understanding HIV/AIDS	T.5
Where in MedlinePlus® can you find games, interactive tutorials, health videos and quizzes to check your health?	Multiple choice	a. Medical Encyclopedia b. Videos & Tools c. Health Topics	T.5

Questions	Type of question	Response category (ies)	Evaluation questions answered
Post-Training			
What was the most useful part of the training?	Open-ended	Short answer	T.5
What was the least useful part of the training?	Open-ended	Short answer	T.5
How satisfied are you with today's training?	Scale	5= extremely satisfied 4= satisfied 3= neutral 2= dissatisfied 1= very dissatisfied	T.4
Please rate the level of the training materials used today with regard to being clearly written, easy to understand, and relevant to your work/research.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.4
Please rate the training facilitator(s).	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.4
Do you anticipate using any of the following NLM online resources in the future for your work/research?	Multiple choice	Yes, No	T.5 U.1

[MANDATORY QUESTION]			U.2 U.3
[ ] AIDS*info*® [ ] *info*SIDA® [ ] AIDSource [ ] AIDSource Espanol [ ] MedlinePlus® [ ] MedlinePlus® Espanol [ ] PubMed®/MEDLINE® [ ] Other NLM resource (Please specify)			

Questions	Type of question	Response category (ies)	Evaluation questions answered
Please rate your ability to locate the most reliable online resources for HIV/AIDS information. [**MANDATORY QUESTION**]	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.5
Please rate your ability, after training, to evaluate online resources for quality, accuracy, and authority.	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.5
Please rate your ability, after training, to identify appropriate search terms to find the most relevant results.	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.5
Please rate your ability, after training, to find evidence-based research articles in PubMed.	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.5
Please rate your ability, after training, to search NLM resources and find HIV/AIDS information efficiently.	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.5

Questions	Type of question	Response category (ies)	Evaluation questions answered
Please rate your understanding of the content and organization of each database discussed in the training.	Scale	5= excellent 4= above average 3= moderate 2= below average 1= poor	T.5
How will you apply the knowledge gained in today's training to your work/research?	Open-ended	Short answer	T.5 U.1 U.2 U.3
Please rate today's overall training.	Scale	5= excellent 4= very good 3= good 2= fair 1= poor	T.4
Do you need any additional assistance?	Multiple choice	Yes, No	
If yes, what additional assistance do you need?	Open-ended	Short answer	
What questions do you have?	Open-ended	Short answer	T.5
How can we improve this training?	Open-ended	Short answer	
Do you have any additional comments?	Open-ended	Short answer	
Can we contact you in the future to follow up on today's	Multiple choice	Yes, No	T.5

training?			U.1 U.2 U.3