

Attention SMP Program Directors:

The feedback received from SMPs and volunteers during the pilot phase of SMP Foundations Training is extremely useful in making improvements to future versions of the training.

Three types of evaluations will be used during the pilot phase to collect feedback:

- 1) Participant Evaluations
- 2) Trainer's Evaluations
- 3) Overall SMP Evaluations

This document provides instructions for completing and submitting the evaluations.

SMP Foundations Training: Pilot Evaluation Process

Step	Action
1	Print Participant and Trainer Evaluation forms and make copies as needed. <ul style="list-style-type: none">• Participant Evaluation forms (Course Evaluation and Chapter Evaluations) are located in the Training Kit, Section 5 or at the URL below. See Training Kit, Section 3, Tab 2: Introduction, p. vi for details.• Trainer's Evaluations are available on the SMP Resources Website (Resources for SMPs > Training > SMP Foundations Training): http://www.smpresource.org/Content/NavigationMenu/ResourcesforSM/Training/VolunteerFoundationsTraining/default.htm
2	At the end of each training session, participants complete the Participant Evaluation form and the trainer completes the Trainer's Evaluation form.
3	The trainer submits the completed forms to the SMP program director. <ul style="list-style-type: none">• Note: Please use the Trainer's Evaluation form as a cover page, placing it on top of the Participant Evaluation forms for that session.
4	The SMP program director reviews the evaluations completed by participants and trainers. This information can then be considered in the overall evaluation which will take place later (see step 6).
5	The SMP program director makes photocopies of all evaluations (with the trainer's evaluation form on top) and sends one set to: HBABCs Attn: SMP Evaluations 11101 Georgia Avenue #320 Silver Spring, MD 20902 <ul style="list-style-type: none">• Note: Evaluation forms should be submitted throughout the year as they are completed. All forms must be received by July 15, 2010 in order for the feedback to be considered in the next version of SMP Foundations Training.
6	Each SMP program director should complete the overall SMP pilot evaluation indicating how the training implementation went at their SMP. This overall evaluation process will begin in January – additional information will be provided to SMP program directors once it is available.