**KEY STEPS TO IMPLEMENT AN OUTCOME MEASUREMENT EVALUATION[[1]](#footnote-1)**

**PLANNING STEPS**

* Select the training program(s) to include in your evaluation
* Determine who will be involved in developing the evaluation process and how
* Establish an overall schedule
* Identify the training program’s mission, objectives, goals
* Identify the outcomes sought by the training program
* Select specific indicators to measure those outcomes
* Select the data sources and data collection procedures for each indicator
* Identify key training participant characteristics to be linked to outcome information
* Pilot test your data collection instruments and procedures, make needed modifications

**IMPLEMENTATION STEPS**

* Implement data collection procedures
* Use reliability checks for measures as needed
* Use follow-up procedures to encourage completion of evaluation instruments as needed

**ANALYSIS STEPS**

* Examine the outcome data
* Report the findings
* Seek explanations for unusual or unexpected findings

**USE THE RESULTS**

* Use the outcome information generated from your evaluation to improve future training programs

1. Adapted from: The Urban Institute (2005). *Key Steps in Outcome Management*. [↑](#footnote-ref-1)