

EVALUATION: Critical Step of any Food Safety Training Program for the Foodservice Industry

Evaluation of any training session is critical. It can provide both the instructor and the participant feedback to the effectiveness of the training. It can also help determine the content of future training sessions.

TIMELINE FOR ADMINISTRATION OF EVALUATION TOOLS:

First day of course:

- Demographic Questionnaire (all training programs)
- Pretest — Manager's Knowledge (pretest is not necessary for employee training as the courses are too short in length)
- Pretest — Organizational Questionnaire (manager's training programs)

Last day of course:

- Posttest — Manager's Knowledge, Employee's Knowledge, or Spanish-language Knowledge (depending on the program)

2 to 4 weeks after the end of the course:

- Tracking Form (all training programs)

4 to 8 weeks after the end of the course:

- Posttest-Organizational Practices Survey (only manager's program)