



U.S. Army CCDC Armaments Center

ONSITE CUSTOMIZED GROUP TRAINING EVALUATION

Onsite, customized, three-day group training for employees who are primarily engineers and scientists in the U.S. Army CCDC Armaments Center (formerly ARDEC). The training focused on conveying complicated technical information to non-technical readers.

Mary Cullen

Effective Business Writing Techniques (EBWT-R)
No. of responses = 10

Overall indicators

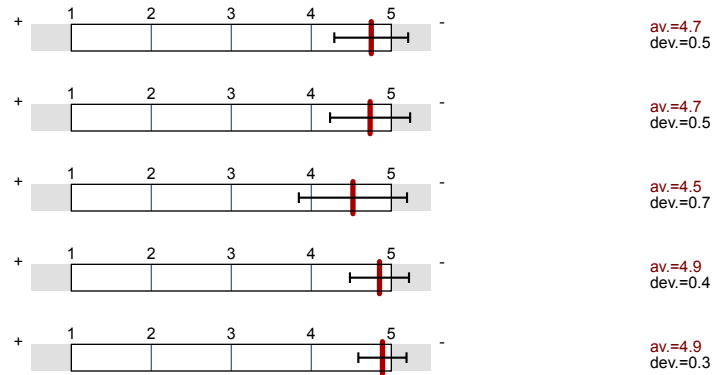
Global Index

2. Learning Effectiveness

3. Job Impact

4. Return on Investment

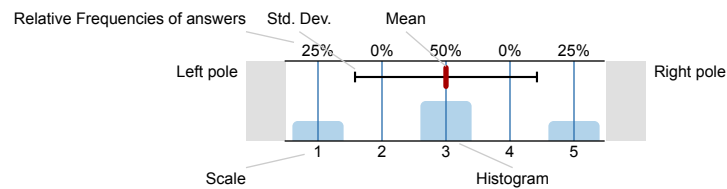
5. Instructor / Facilitator



Survey Results

Legend

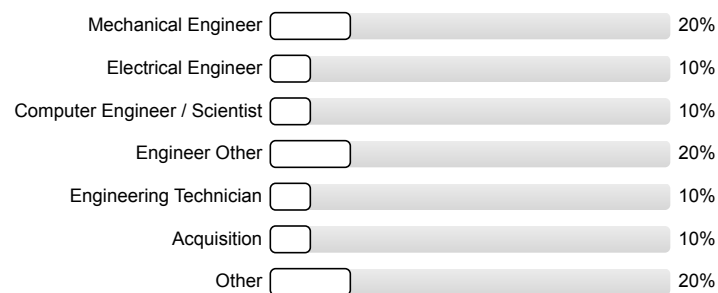
Question text



n=No. of responses
av.=Mean
dev.=Std. Dev.
ab.=Abstention

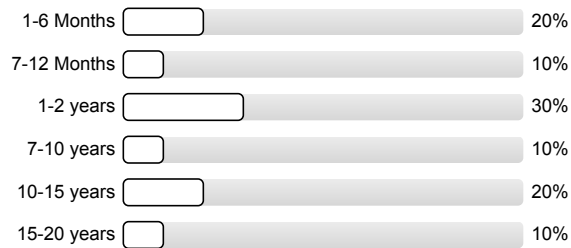
1. Demographic Information

1.1) Professional Specialty:



n=10

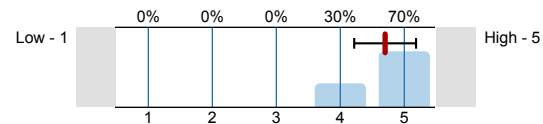
1.2) Length of Service (Please pick one):



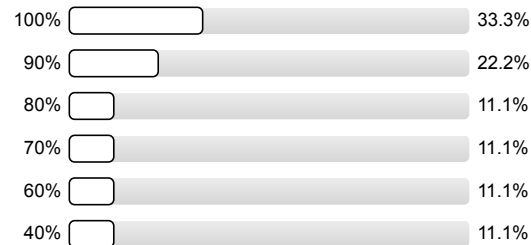
n=10

2. Learning Effectiveness

2.1) I have acquired new knowledge/ skills from this course.

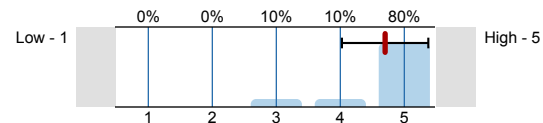
n=10
av.=4.7
dev.=0.5

2.2) Rate your INCREASE in NEW skills / knowledge gained:

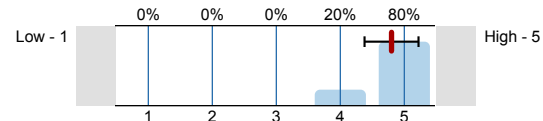


n=9

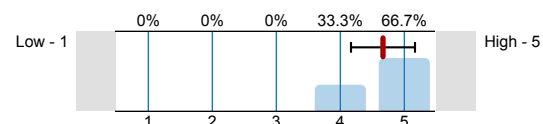
2.3) The scope of the course materials was appropriate to meet my needs.

n=10
av.=4.7
dev.=0.7

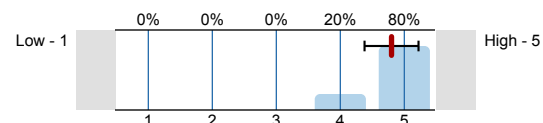
2.4) The class presentation and discussion helped me understand the course content.

n=10
av.=4.8
dev.=0.4

2.5) Class assignments (projects, presentations, etc.) enabled me to demonstrate my knowledge of the course material.

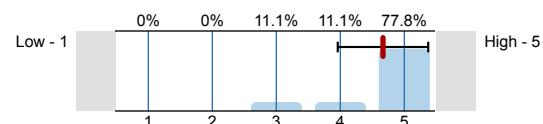
n=9
av.=4.7
dev.=0.5
ab.=1

2.6) Student work was properly evaluated.

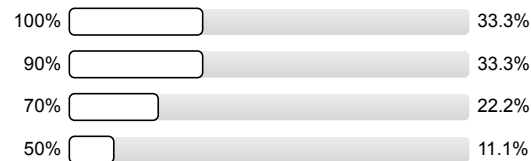
n=10
av.=4.8
dev.=0.4

3. Job Impact

3.1) I will be able to apply the new knowledge/skills to my job.

n=9
av.=4.7
dev.=0.7

3.3) What percent of the newly acquired knowledge / skills will apply directly to your job?



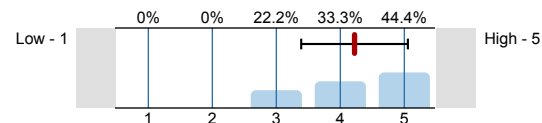
n=9

3.4) When will you be able to apply the new skill to your job?



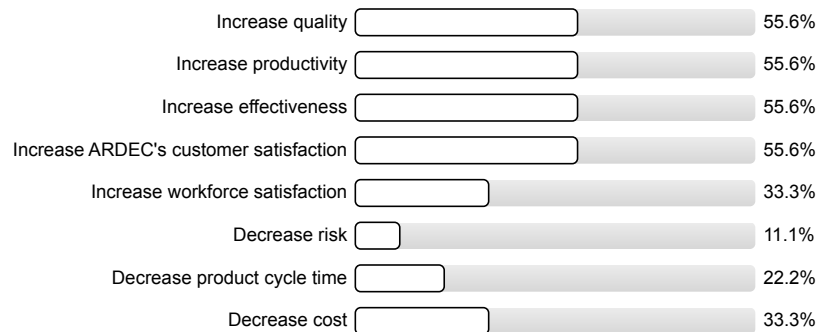
n=9

3.5) Specific mission results will be impacted by what I can apply from this course.



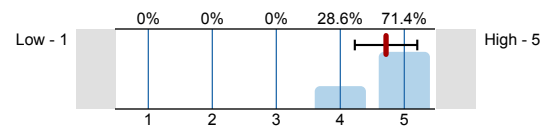
n=9
av.=4.2
dev.=0.8

3.6) If applied, the subject material can significantly and positively impact the following mission results at my organization.



n=9

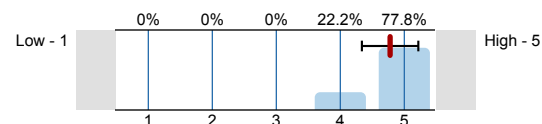
3.7) On the whole, the class met my professional objectives.



n=7
av.=4.7
dev.=0.5

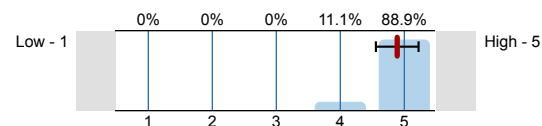
4. Return on Investment

4.1) Overall: Course was a worthwhile investment of my time & my organization's training dollars.



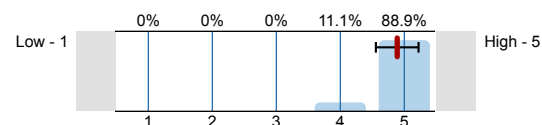
n=9
av.=4.8
dev.=0.4

4.2) This course should be included in future Training Schedules.



n=9
av.=4.9
dev.=0.3

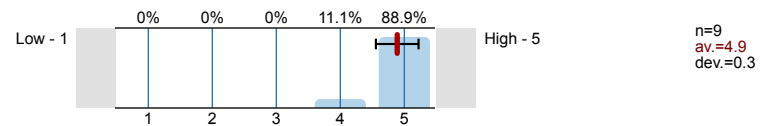
4.3) I would recommend this course to my professional colleagues.



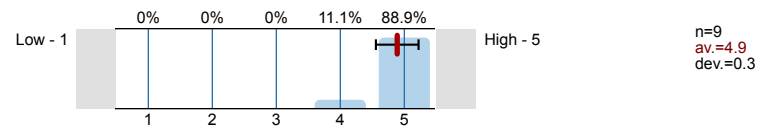
n=9
av.=4.9
dev.=0.3

5. Instructor / Facilitator

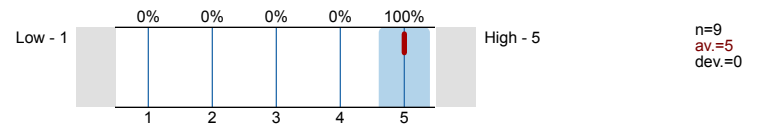
5.1) The instructor clearly explained the learning and course objectives.



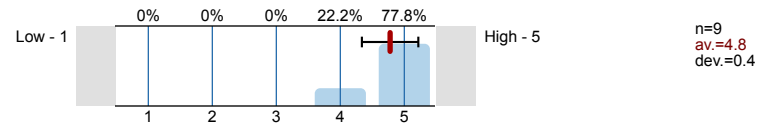
5.2) The instructor seemed prepared, organized for the course.



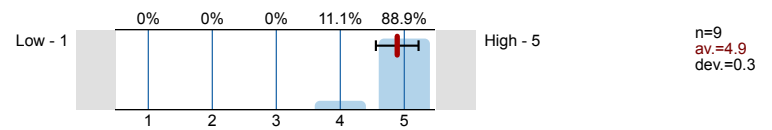
5.3) The instructor had a command of the subject material.



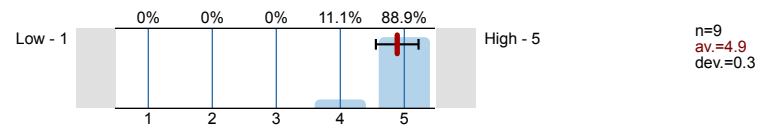
5.4) The instructor presented the material in a organized manner.



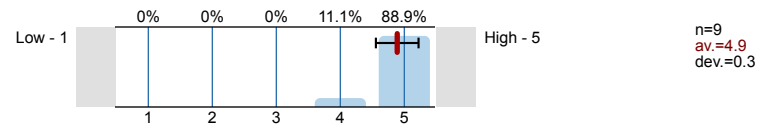
5.5) The instructor successfully communicated the subject matter.



5.6) The instructor was available to students on related course matters.



5.7) Overall: the instructor was an effective teacher.

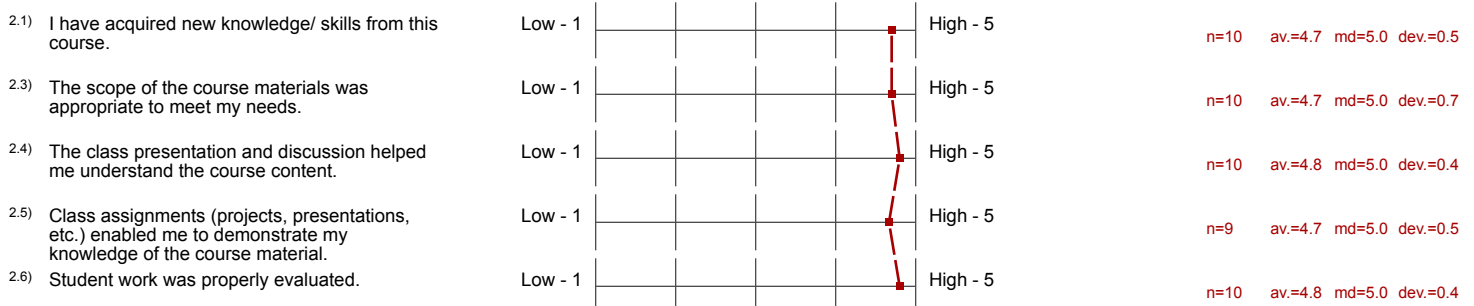


Profile

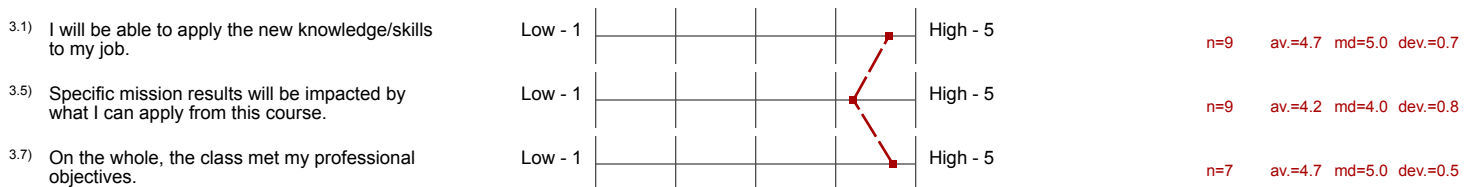
Subunit: Administrative
 Name of the instructor: Mary Cullen
 Name of the course: Effective Business Writing Techniques (EBWT-R)
 (Name of the survey)

Values used in the profile line: Mean

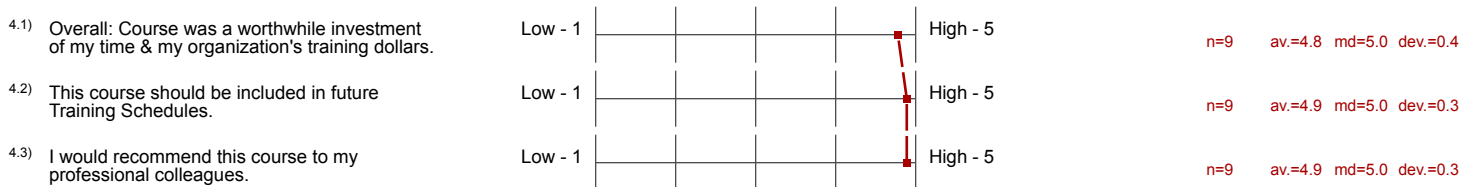
2. Learning Effectiveness



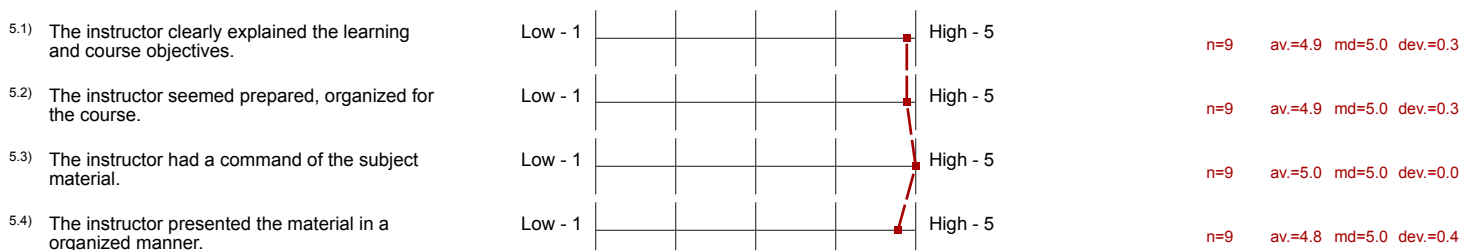
3. Job Impact

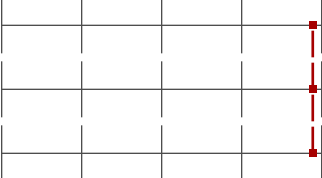


4. Return on Investment



5. Instructor / Facilitator



5.5) The instructor successfully communicated the subject matter.	Low - 1		High - 5	n=9	av.=4.9	md=5.0	dev.=0.3
5.6) The instructor was available to students on related course matters.	Low - 1		High - 5	n=9	av.=4.9	md=5.0	dev.=0.3
5.7) Overall: the instructor was an effective teacher.	Low - 1		High - 5	n=9	av.=4.9	md=5.0	dev.=0.3

Comments Report

2. Learning Effectiveness

2.7) The most significant topic of this course was

Time management through writing processes

The discussion on emails was extremely helpful and I will use these skills moving forward.

Overall very beneficial, on how to better improve our writing, whether it be for reports, memos, emails, etc.

Smothered verbs.

mind mapping

MAPPING CONTENTS

Everything

Email Structure

word choice

How to be more clear and effective in my writing. How to approach writing reports and emails more accurately and quicker.

2.8) The least important topic of this course was

None. All of the topics were very relevant!

N/A

N/A

NA

N/A

Is it a good source (?)

N/A

2.9) More emphasis should be placed on

Nothing. The emphasis was appropriate.

~~Maybe~~ Perhaps focus on ^{or for} ~~locking~~ ^{process} that may us are forced to follow
when writing reports or other items with our job

MAPPING

N/A

Grammar

Not sure

N/A

3. Job Impact

3.2) How will you be able to apply these skills?

Better time management Clearer word use
more effective delivery to audience

Everyday, with reports, memos, emails, etc

Email and Report writing

Reports, emails, etc

PRESENTATIONS & EMAIL

Become a better writer and pay more attention to how I'm writing.

Writing more effectively

Reports

I can apply these skills when I have to write in any capacity. Especially when writing emails & reports.

5. Instructor / Facilitator

5.8) Please use the space below for additional comments about the quality of the course, instructor performance & any future course suggestions.

Great enthusiasm from instructor

- Good course
- Great Instructor
- Would suggest making it a 2 day class

I feel the quality of the course will help me in every aspect of my job as it will decrease my time in writing giving me more productivity.

Overall a great course. Teacher was professional yet enthusiastic. I'm glad I took this.

Effective + passionate instructor.
Highly recommend to colleagues

- Fantastic instructor. Very well paced and focused. Available and approachable.
- Only one comment, ~~it~~ it would be nice to have the most updated slides + resources in the handbook.

5.9) Your feedback is critical to the continued improvement of the Army's academic program. If you have anything else to share, please provide your unfettered comments here. (For example: How could this learning experience be enhanced?). Thank you!

Hold in room w/ computers so that
writing can be practiced

Possibly shortening it to two full-days.

If I had an instructor in college as effective and lively as Mary: I would have an English degree.

~~SA~~
-I thought this class was very helpful on many levels. I would recommend everyone to take it. I think it has great potential to increase quality and productivity in the workforce. I wouldn't change much in the class. Maybe if it was catered more for technical people, it would be more agreeable with more of the workforce. "Business Writing" may turn away people who can benefit from the general content of the class.