**Assessment Methodology Brief:**

**Scaffolded Assignment: Understanding Training Evaluation**

**Instructions:**

Let's break this assignment into smaller steps to help you understand and complete it easily. Follow each step carefully.

**Step 1: Understand What You Need to Do**

**Objective**: Learn how we check if training is working well.

**Step 2: Outline the Training Evaluation Process**

1. **What to Write**: Describe how we find out if someone learned something from the training.
	* Think about the questions:
		+ What do we check?
		+ How do we check it?
2. **How to Write**: Use simple sentences. For example:
	* "We check knowledge by asking questions."
	* "We check skills by watching how they do something."

**Step 3: Explain Assessments**

1. **Types of Assessments**:
	* **Formative Assessment**: This is like a check-up during training. You can say:
		+ "We ask questions while learning."
	* **Summative Assessment**: This is at the end. You can say:
		+ "We give a test after training."
2. **How to Write**: Use examples to explain each type. For example:
	* "A quiz is a summative assessment."

**Step 4: Identify Key Stakeholders**

1. **Who to Think About**: These are the people who care about how well the training works.
	* Examples include:
		+ Managers
		+ Trainees
		+ Trainers
2. **How to Write**: List these people. You can say:
	* "Managers want to know if training helps workers."

**Step 5: Get Feedback from Trainees**

1. **What to Write**: Explain how you find out what trainees think.
	* You might ask:
		+ "Did you like the training?"
		+ "What did you learn?"
2. **How to Write**: Describe methods you can use to ask for feedback:
	* "We can use a survey or talk to them."

**Step 6: Identify Challenges**

1. **What to Think About**: Write down any problems that might happen during training.
	* Examples include:
		+ "Some trainees might not pay attention."
		+ "It might be hard to ask everyone for feedback."
2. **How to Write**: Explain how you can fix these problems:
	* "We can make the training more fun."

**Step 7: Finalize Your Assignment**

1. **Word Count**: Check that your assignment has between 250 and 500 words.
2. **Submission**:
	* Type your assignment.
	* Attach the Declaration of Plagiarism.
	* Remember: Submit by 11:59 pm on the final day to avoid penalties.

**References**

* Include any guides or texts you used to help with your assignment.

Following these steps will help you complete your assignment successfully! Remember, take your time and do your best!