



## Using Evaluations in CPD Education

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Your organization puts a great deal of time and effort into developing Continuing Professional Development for your team. If you do not have a means of evaluating your training efforts, we strongly recommend that you implement this as part of your program!

Training evaluations allow you to obtain information on the effect that training has on performance, the value of the education, and to identify future training topics and areas of development that need to be addressed. Key benefits of evaluating training include:

|                                 |   |
|---------------------------------|---|
| Finding areas of improvement:   | What's missing? What do we repeat, what do we drop? |
| Improve participant engagement: | What was relevant to you? How can we improve?       |
| Knowledge and retention:        | How will this help you in your practice?            |
| Feedback for presenters:        | Feedback - future improvement                       |
| Efficient use of resources:     | virtual vs. in-person, meeting expectations         |

You can find many resources to help you determine the evaluation questions you want to ask your training participants so that you can continue to deliver a successful program.

Sonography Canada is happy to provide a general evaluation form which is ideal for use in shorter, single topic lectures, presentations, or workshops.

To use this evaluation, email the fillable .pdf file to all attendees after a lecture. The completed evaluation is emailed back to you for review, analysis, and consideration. If you prefer to implement an anonymous evaluation method, create an online survey (e.g. SurveyMonkey) and send a link to collect responses without the respondent's identification.

Sonography Canada does not require you to evaluate your Educational Rounds activities. There is no need to submit feedback or results of your educational activity to Sonography Canada.

Depending on the size and geography of your team, evaluating your activities can improve the planning, promotion, quality, and relevance of your CPD program. We hope you will implement evaluations this year!

Contact the team at Sonography Canada directly or at [CPD@sonographycanada.ca](mailto:CPD@sonographycanada.ca) with any questions or updates.