

Measurable Goals

Template

	BROAD OBJECTIVE	MEASURE
1 REACTION	At the end of course, participants will perceive program content as relevant to their jobs.	80% of participant rate program relevance a 4.5 out of 5 on Likert scale.
2 LEARNING	At the end of the course, participants will be able to implement Microsoft Word.	<p>Within a 10-minute time period, participant will be able to demonstrate to the facilitator the following applications on Microsoft Word with zero errors.</p> <ul style="list-style-type: none"> • File, Save as, Save as Web Page • Format, including font, paragraph, background, and themes • Insert tables, add columns and rows, and delete columns and rows
3 APPLICATION	Participants will use effective meeting behaviors.	<p>Participants will develop a detailed agenda outlining the specific topics to be covered for 100% of meetings.</p> <ul style="list-style-type: none"> • Participants will establish meeting ground rules at the beginning of 100% of meetings. • Participants will follow up on meeting action items within three days following 100% of meetings.
4 IMPACT	Reduce number of errors on job.	Reduction of error in catheter administration by 90% within one week of course completion.
5 ROI	<p>TANGIBLE</p> <p>Set slightly above other investments, e.g. 25%</p>	<p>INTANGIBLE</p> <p>Measuring considerations around aspects such as: image, organizational commitment, reputation, engagement, collaboration.</p>