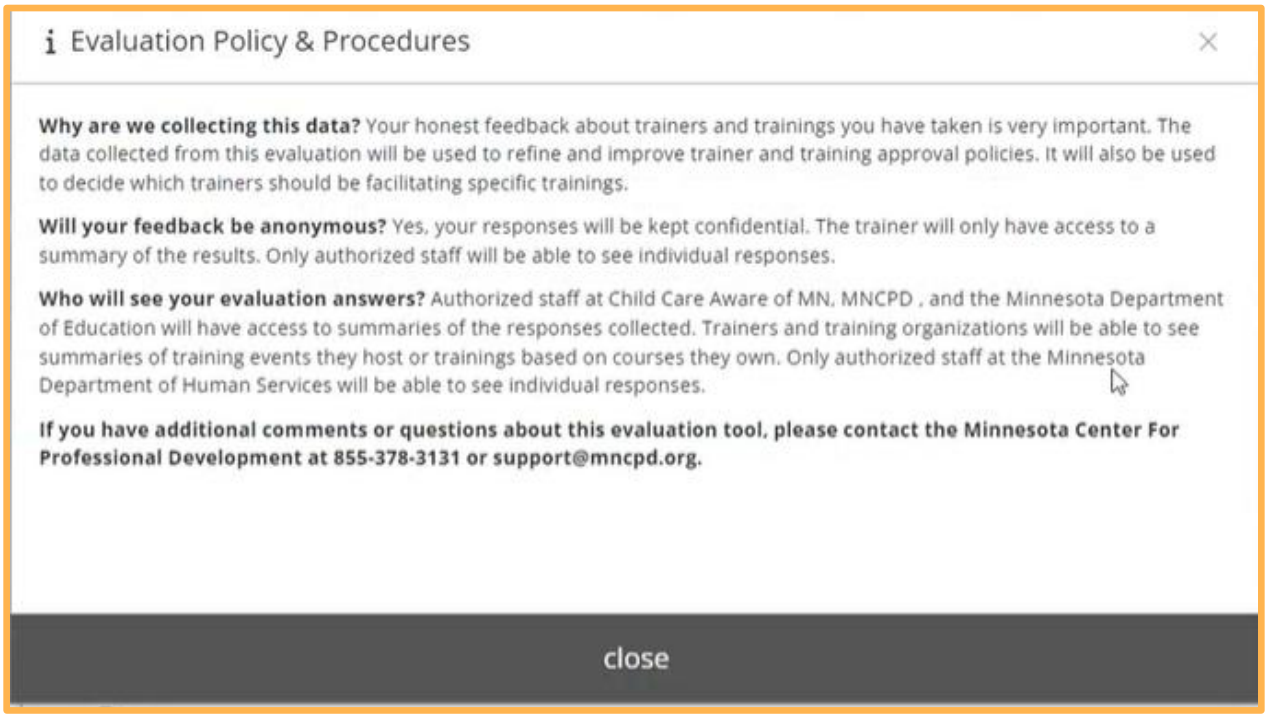
develop

The Minnesota Quality Improvement & Registry Tool

Completing the Trainer and Training Evaluation Tool (TETT)

Attendees who participate in approved Training Events are encouraged to provide honest feedback about their experience by completing the Trainer and Training Evaluation Tool (TTET).

All responses and comments are kept confidential. However, a summary of all responses are available to the Trainer and/or Training Sponsor as a Develop report. These reports are used to increase a trainer's performance, inform content revisions, improve the learning environment, and/or provide background for reported Training Quality Concerns. See the Evaluation Policy and Procedures below for more information.



The Trainer or Training Sponsor Organization (TSO) that held the Event will verify the attendee's attendance in Develop within 3 days after the Event happens. This will prompt the system to send an automated message to the email address listed in the Individual Profile. The subject line of the email will be, "Tell us what you thought about (Event name)."

Completing the Trainer and Training Evaluation Tool (TETT)

TETT TYPES AND SECTIONS

The type of TETT received is based on the training event type regardless of delivery method.

There are three types of TETTs:

- In-person: Face-to-Face training that allows a learner to interact with an instructor and other learners. This TTET is divided into three sections:
  - Trainer performance evaluation
  - Training content evaluation, and
  - Training delivery environment evaluation.
- Virtual Self-Paced: This training is online and self-paced; there is no instructor. It is based on the learner's own time and schedule. This TETT divided into three sections:
  - Type of device used
  - Course content evaluation, and
  - Training delivery environment evaluation.
- Virtual Instructor-Led: This training is online with an instructor and other learners in a virtual classroom. This TETT is divided into four sections:
  - Type of device used
  - Trainer performance evaluation
  - Course content evaluation, and
  - Training delivery environment evaluation.

Completing the Trainer and Training Evaluation Tool (TETT)

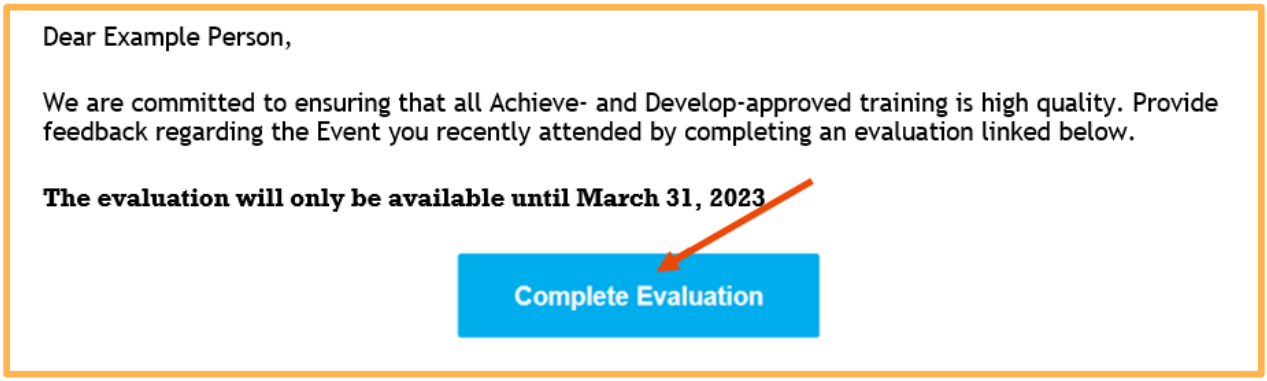
HOW TO COMPLETE THE TETT

There are two ways to access the TETT, through the email or logging into Develop.

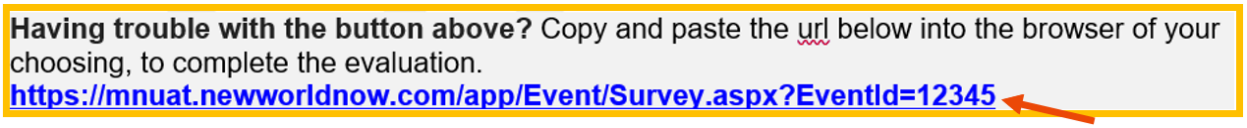
To complete the TTET, follow the steps below.

1. To access through email.

    a. Click on the blue button in the email that says **Complete Evaluation**. A new browser tab will open to log into Develop. Enter the email address and password to log in.

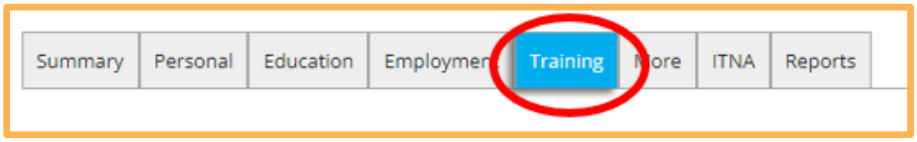


If clicking the blue button does not open a new browser tab, the email will have a URL. Copy and paste the URL into the internet browser. Log into Develop. Enter the email address and password to log in.



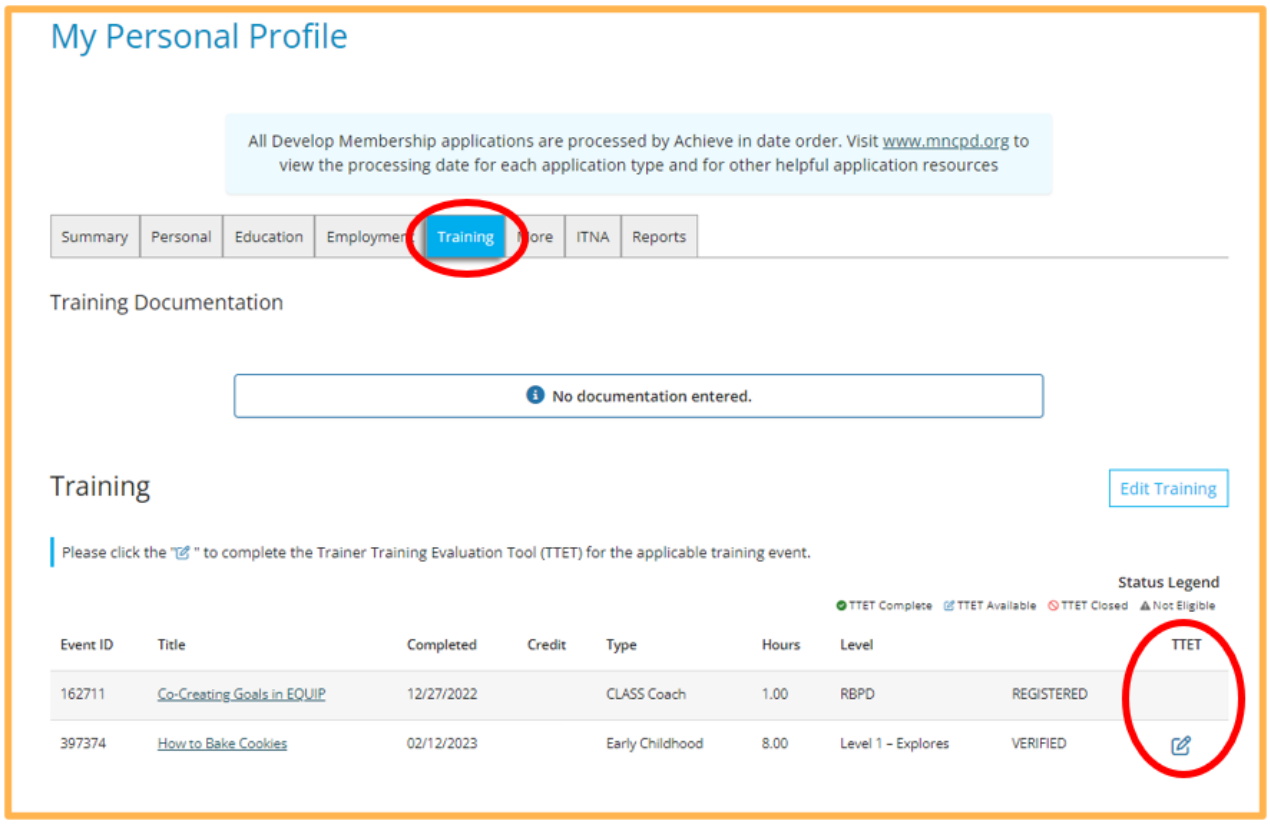
2. To access through Develop.

    If the email invitation to take the TTET cannot be found, log into Develop and click on the **Training** tab.

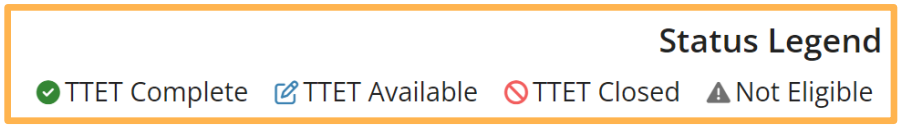


Completing the Trainer and Training Evaluation Tool (TETT)

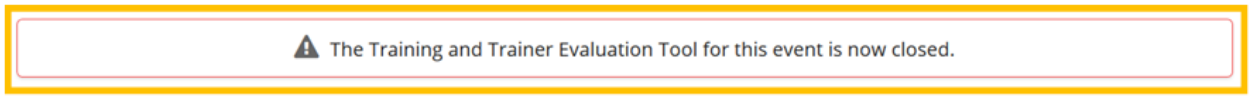
3. Click the icon with a blue notebook to access the TTET for that Event.



The Status Legend is for the completion of the TTET only. Completing the TTET is strongly encouraged, but not required and does not affect your verified attendance.

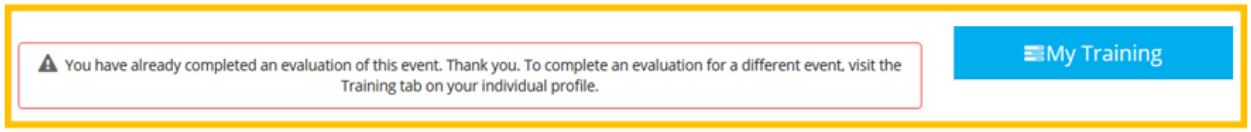


Note: If more than 30 days have passed since an attendee's attendance was verified, a message will display that the TETT for the event has been closed. The attendee will not be able to complete the TTET.



Once a TETT has been completed for an Event, a message will display stating that an evaluation has been completed. A TETT cannot be completed more than once or edit any previous responses and comments.

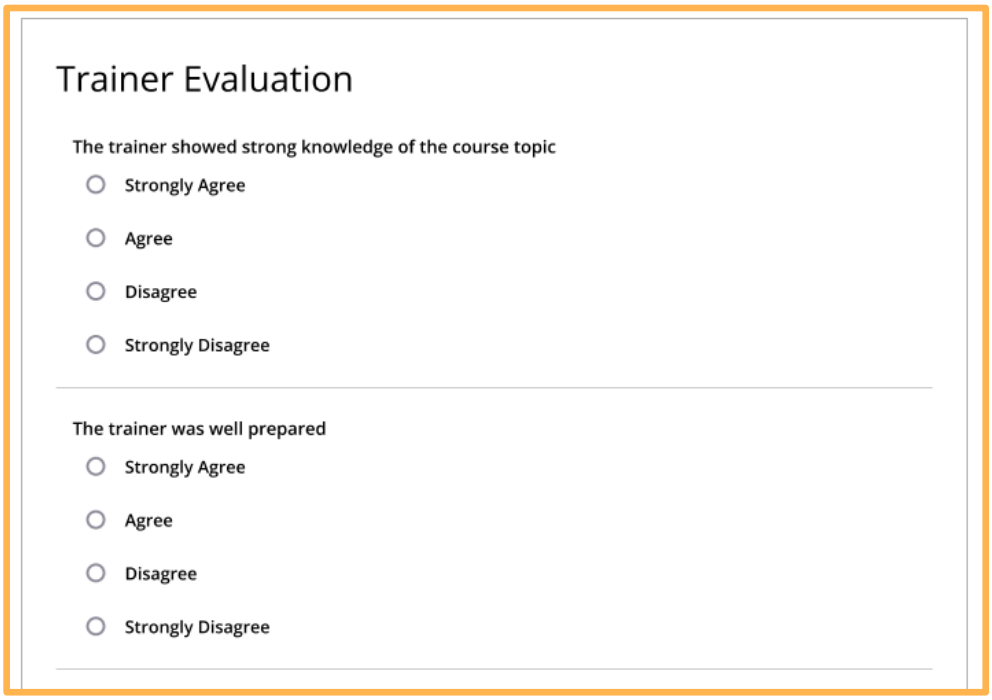
Completing the Trainer and Training Evaluation Tool (TETT)



4. A series of questions will show. Respond to each question based on the training experience during the event.

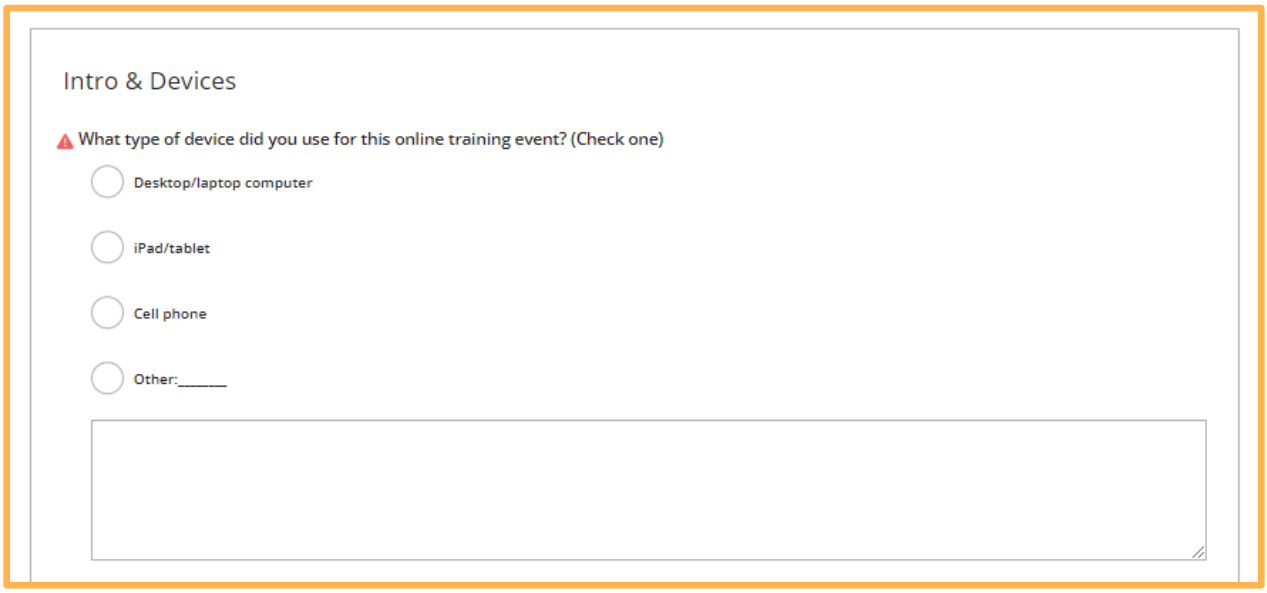
   Below are examples of TETT sections.

   - Example 1: Trainer performance evaluation



Completing the Trainer and Training Evaluation Tool (TETT)

- Example 2: Type of devices used

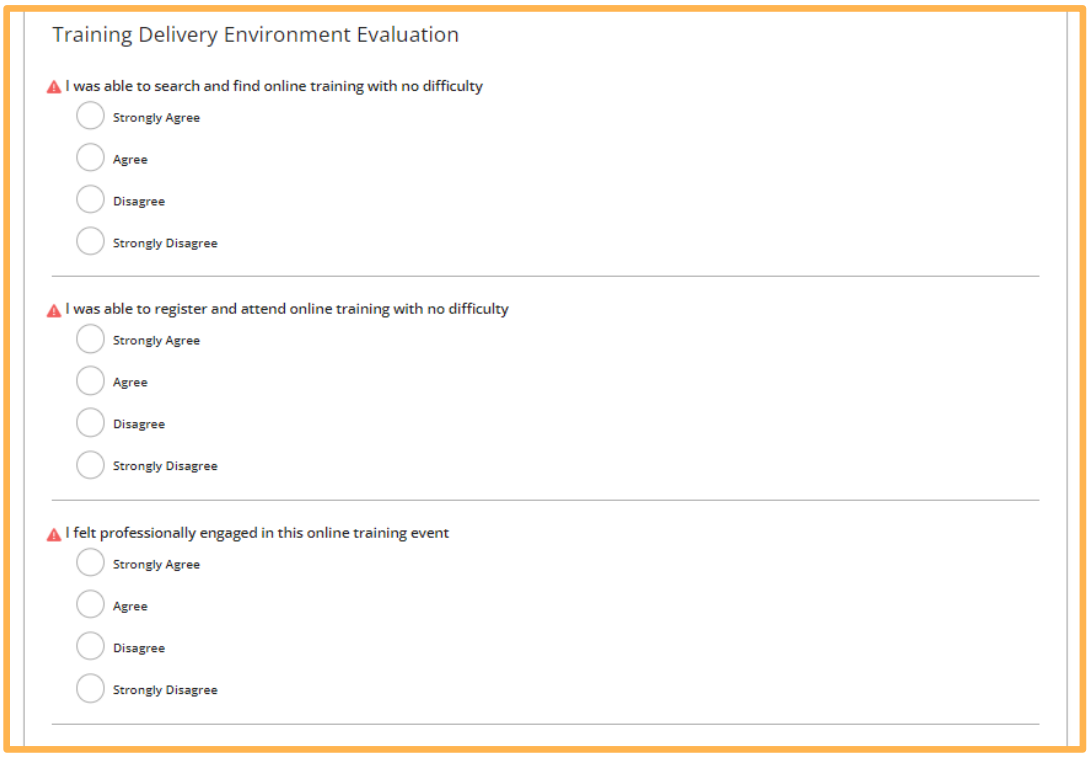


- Example 3:Training content evaluation



- Example 4: Training delivery environment evaluation

Completing the Trainer and Training Evaluation Tool (TETT)



Training Delivery Environment Evaluation

I was able to search and find online training with no difficulty

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

I was able to register and attend online training with no difficulty

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

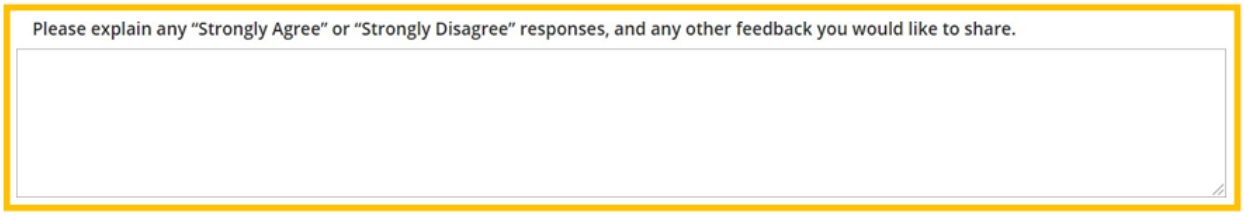
I felt professionally engaged in this online training event

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

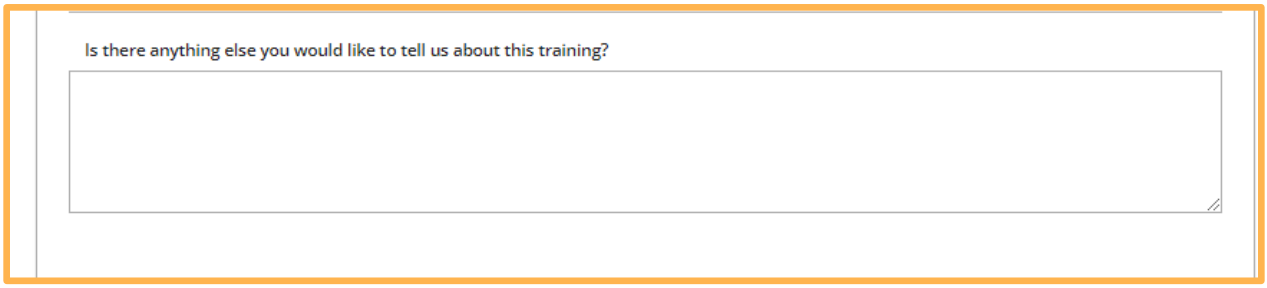
Completing the Trainer and Training Evaluation Tool (TETT)

- Example 3: Open text boxes.

  At the end of each section, there will be a text box to enter comments. This is optional, but is encouraged to help explain any questions when the response is "Strongly Agree" or "Strongly Disagree."



- Example 4: After completing all the evaluation sections of the TETT, the very last text box is for additional comments about the training. **Comments are optional.**

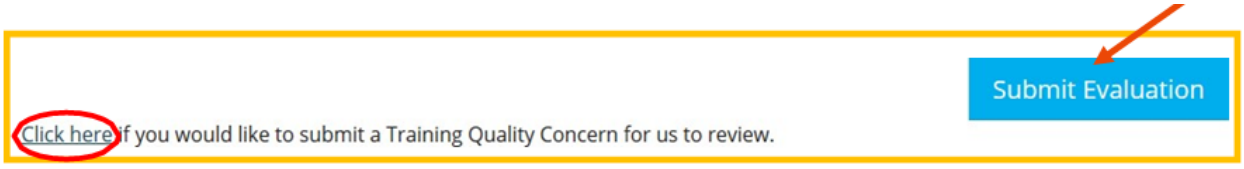


5. When ready to submit TTET responses, click **Submit Evaluation**.

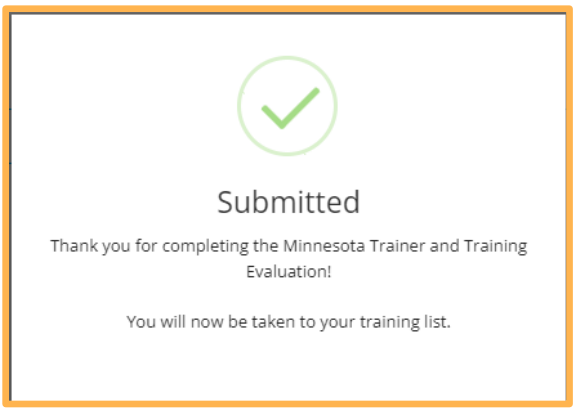
   Note: Once the Submit Evaluation button is clicked responses or comments cannot be changed.

   If there are immediate Training Quality concerns, use the **Click here** link to submit a Training Quality Concern for review by Achieve/MNCPD.

   To learn more about what should be reported as a concern, please review the Training Quality Concern Policy (PDF).



6. A confirmation message will display stating the TTET has been successfully submitted.



DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150