



TRAINING-WORKSHOP ON WRITING & SPEAKING EFFECTIVELY

ENGLISH LANGUAGE ASSISTANCE

FOR NON TEACHING PERSONNEL

November 5-6, 2024
Rhaj Executive Inn, Gogon, Virac, Catanduanes

<https://bit.ly/ELA-ActiveLinks>



QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME) RESULTS

NOVEMBER 25, 2024

TARGET VS ACTUAL

INDICATORS	NUMBERS
Number of Target Participants	48 pax
Number of Actual Participants	40 pax
Did not attend	8 pax
Percentage of Attendance	83.33%

PER SEX

INDICATORS	NUMBERS
Number of Male Participants	32 pax
Number of Female Participants	8 pax
Total	40 pax

PER POSITION

POSITIONS	NUMBERS
Administrative Aide I	1
Administrative Aide III	2
Administrative Aide IV	2
Administrative Aide VI	1
Administrative Assistant II	11
Administrative Assistant III	6
Administrative Officer II	13
Nurse II	1
Project Development Officer I	2
Registrar I SHS	1

EVALUATION RESPONDENTS

INDICATORS	NUMBERS	PERCENTAGE
Expected Respondents	40	100.00%
Day 1 Respondents	34	85.00%
Day 2 Respondents	29	72.50%

EVALUATION RESULTS

INDICATORS	DAY 1	DAY 2	AVERAGE
Program Management	3.91	3.89	3.90
Training Venue	3.88	3.85	3.87

EVALUATION RESULTS

INDICATORS	PD RELEVANCE	LEARNING OBJECTIVES	LEARNING RESOURCE MATERIALS	RESOURCE PERSON	AVERAGE
Session 1	3.95	3.92	3.89	3.93	3.92
Session 2	3.92	3.93	3.92	3.93	3.92
Session 3	3.95	3.95	3.95	3.96	3.95
Session 4	3.92	3.94	3.94	3.93	3.93

EVALUATION RESULTS

INDICATORS	PD RELEVANCE	LEARNING OBJECTIVES	LEARNING RESOURCE MATERIALS	RESOURCE PERSON	AVERAGE
Session 5	3.88	3.90	3.88	3.89	3.89
Session 6	3.90	3.90	3.90	3.87	3.89

OVERALL RATING OF THE TRAINING

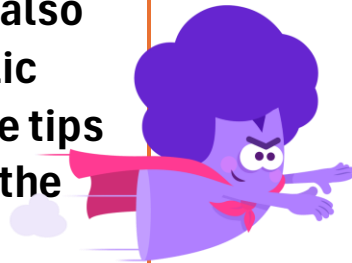
3.91

NUMERICAL RATING	ADJECTIVAL RATING
3.50-4.00	EXCELLENT-OUTSTANDING
2.50-3.49	VERY SATISFACTORY
1.50-2.49	SATISFACTORY
1.00-1.49	POOR-NEEDS IMPROVEMENT



Having a Glossophobia has been my problem. It's my biggest fear but after hearing the discussion on Public Speaking, I have learned that there's a way on how to control your fear. A big help for me to conquer it. On writing a communication, we really need to proofread everything to avoid mistakes. It should be concise and clear, logically organized, error-free, using appropriate tone, and with respect.

it improves my English Language Skills and Vocabulary; it also reduce my fear in public speaking because of some tips and guides provided by the speakers.

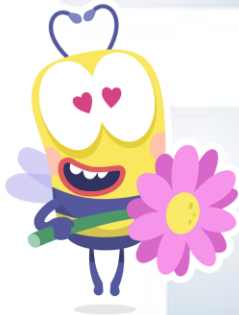


English Language Assistance is not just about grammar or vocabulary; it's about equipping the participants of what the skills we need in order to communicate effectively thru written or verbal communication.

I have learned that having an effective communication builds strong professional relationship especially in our workplace.

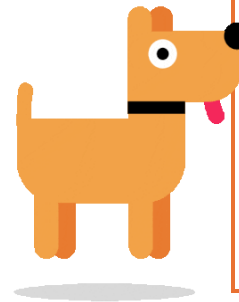



by combining effective communication skills and emotional resilience, we can navigate life's challenges with greater ease and build stronger, more fulfilling relationship



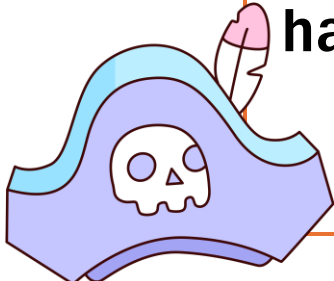
INSIGHTS

Building a Strong Interpersonal Relationships are essential part of our daily life, not only do they provide us distinct characteristics of whom and what we are, but they allow us to understand and relate with others.

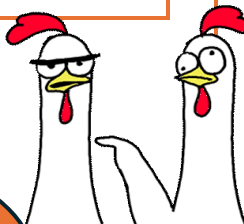




More activities that require all participants to join and rewards for those who engage in active participation / listening.



Incorporate more hands-on activities and group discussions.




Providing follow-up support, such as additional resources or an online community, would ensure teachers and non-teaching staff to receive ongoing assistance as they implement what they've learned about the training.


Please conduct follow-up assessments to measure the training's long-term impact.



FEEDBACKS



None. IT WAS AN AMAZING SESSIONS. THANK YOU.



Additional days of training relative to PROJECT ELA



A longer time be given for simulation and workshops so that the participants will apply the learnings

PRE-TEST AND POST TEST RESULTS

NOVEMBER 25, 2024

INDICATORS	NUMBERS	PERCENTAGE
Expected Respondents	40	100.00%
Pre-Test Takers	40	100.00.%
Post-Test Takers	36	90.00%

Number of Test Items: 25

Passing Score: 13

INDICATORS	PRE-TEST	POST-TEST
Highest Score	23	25
Lowest Score	7	16
Average Score	17.8	21.7

Number of Expected Takers: 40

Expected Output: 100% Passing Rate in POST TEST

INDICATORS	PRE-TEST	POST-TEST
Number of Pass	37	36
Number of Fails	3	0
Did not take test	0	4
Percentage of Passing	92.5%	90%

Number of Expected Takers: 40

Expected Output: 100% Improvement in Scores

INDICATORS	NUMBER	PERCENTRAGE
Improved	34	85%
Did not improved	2	5%
Did not take test	4	10%
TOTAL	40	100%

Post-Test Scores Distribution

SCORES	COUNT	PERCENTRAGE
16	2	5.56%
18	1	2.78%
19	1	2.78%
20	7	19.44%
21	5	13.89%
22	6	16.67%
23	8	22.22%
24	4	11.11%
25	2	5.56%

General Observations:

1. Some participants failed to prioritize the training effectively.
2. The resource speakers are thoroughly prepared and well-versed in their topics
3. The participants are actively engaged in the activities.
4. No deviation from the training matrix.

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EPII-SGOD HRD

Designated Onsite QAME Associate

Link to Profile, Evaluation, and Test Responses

https://bit.ly/ELA_QAME-Results