

3-test behavioural assessment - working spreadsheet version

To assess behavioural ability before and after training; own ability perceptions; and ability change.

training programme/course	name	date
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Using the behavioural points below first assess yourself before training (A). After the training course or programme, assess your new trained ability (B), and revise your pre-trained ability assessment (C). For each question, score yourself out of ten: 0 = lowest and 10 = highest. Assess yourself in relation to your current work group. This spreadsheet version will calculate your scores automatically, so don't put figures into the 4th and 5th columns - they contain formulae. The C to B movement best indicates the change after training. If using as a spreadsheet do not enter figures into two yellow shaded columns (cols 4 and 5) as these contain formulae. You can add other behavioural abilities as necessary, dependent on the training purposes and your own aims. More information, guidance and free people-development systems are at www.business-unlimited.com. If you need a working file version of this assessment tool you can request one free via the website.

pre-trained ability - assess before training		A			
post-trained ability - assess after training			B		
revised pre-trained ability - assess after training				C	
change compared with initial pre-trained ability (A)				A to B	
change compared with revised pre-trained ability (C)					C to B
1	Being aware of my own behaviour			0	0
2	Being aware of the behaviour of others			0	0
3	Being aware of the reactions of others to my behaviour			0	0
4	Being aware of my reaction to the behaviour of others			0	0
5	Being aware of how much I talk			0	0
6	Being brief and concise			0	0
7	Being aware of how much I support others			0	0
8	Always explaining my disagreements			0	0
9	Being aware of how much I build on the ideas of others			0	0
10	Sensing the feelings of others			0	0
11	Being aware of how much I interrupt others			0	0
12	Being aware of how much I really listen to others			0	0
13	Telling others what my feelings are			0	0
14	Being aware of what behaviour modification I need to do			0	0
15	Knowing how to modify my behaviour			0	0
16	Being aware of how much I bring out the views of others			0	0
17	Being positive			0	0
18	The general level of my interpersonal skills			0	0
				0	0
				0	0
				0	0
				0	0
totals and total movements		0	0	0	0

If using this as a working spreadsheet version do not enter figures into the yellow columns below - they contain formulae and will self-calculate.

Assessment interpretation: Scores are subjective - some people score themselves relatively high and some low, so comparisons between people are not absolutely reliable - this assessment is a guide and not absolute. The important column is the final column - the C to B movement, which is the improvement from the revised or validated pre-trained ability to the post-trained ability. Movement from A to C could be for different reasons - it reflects a person's new informed view of how they used to be - discussion can be useful. If there is little difference between A, B and C scores it is important to investigate why the person appears not to have altered their view of themselves nor derived any apparent learning benefit from the training. N.B. Trainers can combine the scores from all trainees onto one assessment sheet to produce a measure of the overall course or training programme's effects.