

How to conduct pre and post tests for Sleep Baby Safe trainings

1. Print the sign in sheet and pre and post-tests for each attendee.
2. Have each attendee legibly sign in with their agency and email address.
Attendees will be contacted with a follow-up survey link approximately 1-2 months following your training date with this information.
3. After your introduction to the course, pass out the pre-test. Instruct everyone to put their middle initial and the last four digits of their phone number on the ID line of their test. This is an anonymous way to match the pre and post-tests after the training.
4. Remind attendees that it is ok if they do not know the answer and that their results will remain anonymous. Collect all pre-tests before conducting the training.
5. Conduct the training.
6. At the end of the training, pass out the post-test and have attendees put the same letter and number variation on the ID line at the top of their test. Remind them again that their test will remain anonymous. Be sure to collect all post-tests before the attendees leave.
7. Remind the attendees that they will receive a follow-up survey link one to two months after the training. Reiterate the importance of their response to the survey so that we can continue to improve our trainings and resources.
8. Scan and email the sign in sheet, pre-tests and post-tests to Abby Collier ajcollier@chw.org, or to mail 957.