How to Use the Assessment Tools

Inside each Velsoft SoftSkills course, you will find an Assessments folder inside the Handouts folder. This Assessments section contains a Pre-Course Assessment and a Post-Course Assessment for students, and an answer key for each.

Each test contains a combination of true/false and multiple choice questions, for a total of 10 questions per test.

To maximize your flexibility, these tests are not referenced in the Instructor Guide or Student Manual.

The Pre-Course Assessment is designed to measure a participant’s knowledge of the chosen topic beforehand. If given well before the workshop, this can help the trainer focus on areas needing improvement. It can also help participants identify their weak areas, or it can help supervisors identify areas that need training.

The Post-Course Assessment is designed to measure a participant’s transfer of learning. This test can help the trainer identify the effectiveness of the workshop, and it can help the participant identify areas of further study.

Like all Velsoft courseware, these assessments are completely customizable to help you and your participants get the most out of each course. Simply open the desired tool in Microsoft Word and make your changes.

Happy teaching!