

## Workplace Literacy, Language and Numeracy Evaluative Report Headings

	<b>Header Page</b>	With learner quote?
<b>1</b>	<b>Introduction</b>	Scope of report
<b>2</b>	<b>Effectiveness of Project Planning</b>	Objective setting, steering, communication links, coordination
<b>3</b>	<b>Value of Needs Assessment</b>	
<b>4</b>	<b>Recruitment Procedures</b>	
<b>5</b>	<b>Training Design</b>	Appropriateness of content Use of materials Examples of job related learning
<b>7</b>	<b>Facilities &amp; Resources</b>	
<b>8</b>	<b>Suitability of Programme</b>	Length, attendance, numbers per programme area
<b>9</b>	<b>Impact on the Workplace against Key Performance Indicators</b>	Using data from performance monitoring
<b>10</b>	<b>Proposal for Meeting Longer Term LLN Learning Needs</b>	
<b>11</b>	<b>Samples of Comments from Participants and Managers</b>	Throughout the report and at the end