**APPROVED**

**Order of the National School of Judges of Ukraine\_\_ \_\_\_\_\_\_\_\_\_\_\_ 2025 № \_\_\_**

**METHODOLOGY**

**FOR EVALUATING THE EFFECTIVENESS OF JUDICIAL TRAINING**

**Kyiv - 2025**

**INTRODUCTION**

The methodology for evaluating the effectiveness of judicial training was developed to fulfil the tasks of the National School of Judges of Ukraine (hereinafter referred to as the NSJU) as set out in p.1 Article 104 and Article 105 of the Law of Ukraine «On the judiciary and status of judges» № 1402-VIII of 2 June 2016.

The evaluation methodology is based on the Concept of national standards of judicial education, and in particular, on the following principles of judicial education: training in accordance with the best international practices and international standards in the field of justice; practical orientation of judicial education, in particular, through the development of programmes based on judicial competencies (knowledge, skills and abilities inherent in the profession of judge); ensuring high quality and scientific validity of judicial education; modernity of content and advanced nature of judicial education, periodic updating of educational programs and courses, and improvement of training methods. The development of the Evaluation Methodology was carried out taking into account the types and forms of training/continuous in-service training conducted at the National School of Judges of Ukraine.

In developing Methodology for evaluating, the recommendations of the Consultative Council of European Judges contained in Conclusion № 4 (2003) on adequate initial and continuous in-service training of judges at national and European levels were taken into account, according to which, in order to continuously improve the quality of judicial training, the responsible authorities should periodically evaluate training programmes and methods.

The conceptual approaches to the development of the Evaluation Methodology are based on the Guidelines for the evaluation of judicial professional training developed by the European Judicial Training Network. Conceptual approaches to the development of the Evaluation Methodology are based on the Methodological Recommendations for the Evaluation of Judicial Training, developed by the European Judicial Training Network. The methodology for evaluating training events for judges proposed by the EJTN is based on the model of Donald Kirkpatrick, professor of the University of Wisconsin in the USA and former President of the American Society for Training and Development (ASTD), which provides four levels of evaluation of professional training, for which effective evaluation tools are:

● level 1 – general perception of the event by the participants (impressions about the event);

● level 2 – assimilation (acquisition) of new knowledge, skills and abilities, formation of attitudes;

● level 3 – application of acquired knowledge, skills and abilities, manifestation of attitudes;

● level 4 – impact of training activities on the functioning of the justice system as a whole.

The use of the Evaluation Methodology should contribute to increasing the efficiency of the activities of the NSJU in maintaining and improving the qualifications of judges.

**Section 1. General principles for evaluating the effectiveness of judicial training**

Evaluation is an important component of maintaining and improving the skills of judges (hereinafter referred to as judicial training).

**1.1. The purpose of the evaluation** is to determine the effectiveness of the training events of the National School of Judges of Ukraine. The results of the evaluation are a necessary basis for the development and planning of programs/events for the training of judges, improving the level of treaning at NSJU, improving work with judicial trainers, etc.

**1.2.** **The object of the evaluation** is training events, in particular face-to-face (interactive lecture, training, seminar, workshop, round table, etc.), online learning, blended, distance learning courses for the training of judges.

**1.3.** **The subject of the evaluation** is the effectiveness of the training of judges during and after the training events.

**1.4. Subjects of evaluation:**

- judges - listeners/participants, including those elected to administrative positions, during training and periodic training;

- judges - listeners/participants during initial training;

- employees of the responsible structural unit, determined by the order of the rector of the NSJU, who will monitor the judicial decisions of participants in training and periodic training of judges.

**Section 2. Evaluation criteria**

**2.1. Criteria that characterize the course content, forms and methods of training, training materials and the forms of their presentation in view of compliance with standardized requirements:**

* relevance;
* practical value;
* quality of the materials of the initial training / training / periodic training course;
* appropriateness of the selected training methods.

**2.2. Criteria that characterise judicial trainers:**

* training skills and ability to transfer knowledge (quality, clarity of teaching, correspondence of the level of complexity of the presented material to the level of preparedness of the audience);
* ability to effectively manage the training process during initial training / training / periodic training;
* ability to communicate with the audience (friendliness, empathy, openness, ability to provide feedback);
* ability to work in a team (effectiveness in interaction with colleagues).

**2.3. Logistical criteria:**

* organizational (availability of information about the event, timeliness of notification/invitation, level of event support, consideration of individual needs of participants, etc.);
* material and technical support (choosing the venue for the event, providing equipment, additional materials, convenience of workplaces, etc.).

**Section 3. Evaluation instruments**

**3.1. To evaluate level 1 of the D. Kirkpatrick model, the following is used:**

**3.1. A feedback survey on the results of training/initial training of judges/periodic training (Annex 1);**

**The feedback survey must include data on:**

● categories of listeners/participants and venue of the training event:

evaluation questions:

- relevance of the topic of the training event;

- content and practical usefulness of the training event;

- level of professionalism of judicial trainers/coaches;

- level of organisation and conduct of the event (logistics);

* open questions (with comments):

- What did you like most about the training event?;

- training needs;

- expression of proposals for improvement of training / initial training / periodical training.

3.1.1. Impression survey on the results of the training / workshop / round table (Annex 2).

3.1.2. Distance training evaluation survey (Annex 3).

3.1.3. Report of the coordinator of the training event (Annex 4) (in terms of the participants' perception of the event (impression of the event).

3.1.4. Focus groups (survey of a group pre-selected according to certain criteria).

3.2. **. To evaluate level 2 of the D. Kirkpatrick model, the following is used:**

3.2.1. Testing (including express surveys), performance of practical tasks.

3.2.2. Action plan (forecast of application of acquired knowledge, skills and manifestation of attitude in future professional activity).

3.2.3. Self-assessment (independent determination by the participant of the extent of acquisition of knowledge, skills and formation of attitude).

3.2.4. Group assessment (performed in small groups by providing answers regarding acquisition of knowledge, skills and formation of attitude).

3.2.5. Monitoring of judicial decisions of participants in training/periodic training/initial training of judges, contained in the Unified State Register of Judicial Decisions and adopted before participation in the event and one to three months and six to twelve months after participation in the event.

**3.3 To evaluate level 3 of the D. Kirkpatrick model, the following are used:**

3.3.1. Questionnaire (on the application of acquired knowledge, skills and abilities, manifestation of attitude in professional activities).

3.3.2. Observation (analysis of a real or staged work situation).

3.3.3 Intervision (discussion of behaviour with colleagues).

3.4. To evaluate level 4 of D. Kirkpatrick model, the following are used:

3.4.1. Questionnaires (on the impact of training events on the functioning of the justice system in general).

3.4.2. Evaluation by colleagues and/or management.

3.4.3. Analysis of reports of justice system bodies, surveys of the public, court employees and visitors, expert opinions, case law summaries , etc.

3.5. For the assessment of levels 2-4 of the D. Kirkpatrick model, the report of the coordinator of the training event is used (in terms of issues related to the assimilation (acquisition) of new knowledge, skills and abilities, the formation of attitudes; the application of acquired knowledge, skills and abilities, the manifestation of attitudes in professional activities; the impact of training events on the functioning of the justice system as a whole).

3.6. The list of evaluation tools given in section 3 is not exhaustive.

3.7. The forms provided in Annexes 1–4 are indicative. In some cases, they may be modified for the evaluation of specific training events by persons responsible for conducting such events. A specialized questionnaire for the evaluation of a training/workshop by the event participants may be used.

3.8. The report of the training event coordinator is formed for each training course, the development of which is carried out with the participation of the NSJU and is an integral part of the course materials.

The report of the training event coordinator is filled in using a Google form by the developer of the training event before its testing and is supplemented by the training event coordinator, taking into account their own observations, information from judicial trainers, moderators, facilitators, information from feedback questionnaires, impression questionnaires, distance learning evaluation questionnaires. Certain sections of the report of the training coordinator may be filled in by the participants of the training events, their managers and/or colleagues.

**Section 4. Analysis and use of the results of the evaluation of the effectiveness of judicial training**

**4.1. Analysis and use of the results of the evaluation of the effectiveness of the initial training of judges / training and periodic training of judges**

Analysis of the results of the evaluation of the conducted initial training of judges/training and periodic training of judges from the point of view of their effectiveness, the quality of the conducted event, the usefulness for the participants, the digestibility of the material taught, and the possibility of further use of the acquired knowledge, skills, abilities, and manifestation of the acquired attitude in practical activities should be carried out by:

● generalization of the results obtained from of feedback surveys, impression surveys, e-learning evaluation surveys;

● formulation of recommendations in the report of the coordinator of the training event;

● monitoring of judicial decisions of judges - participants in the training / periodic training;

● monitoring the results of the qualification exam and the professional activity of the judge.

The analysis of feedback surveys, impression surveys, e-learning evaluation surveys (summarised data on the feedback received from participants on the quality and effectiveness of the training and periodic training of judges/initial training) should be conducted by an employee of the unit of the NSJU responsible for organising and conducting a particular training event (training event coordinator).

The generalized results of the surveys are taken into account when preparing the report of the training event coordinator and are transmitted to the head of the structural unit responsible for the training event, the head of the department for preparation judicial trainers (trainers) for familiarization, the trainers of the department for preparation judicial trainers, who within the framework of his/her official duties, coordinates training activities in a certain area (fundamentals of court organization and judge's activities, judicial competencies, etc.) or jurisdiction (civil, criminal, administrative or economic) (hereinafter referred to as the treiner-coordinator), and the heads of training courses - in order to use such results by the relevant structural unit to improve the course, update it to comply with modern legislative requirements, as well as for the purpose of careful selection of training staff.

The results of the analysis will provide an opportunity to assess the quality of the work of course developers; determine the professional level judicial trainers, their mastery of interactive forms (methods) of training that contribute to the achievement of clearly defined training objectives, their ability to convey information to the audience and promote its assimilation through the development of practical skills; determine the level of organisation and conduct of the event, etc.

Such results, once processed by the relevant structural units of the NSJU will contribute to improving the effectiveness of the judicial training system and will assist in identifying priority topics for planning appropriate training programs.

Monitoring of judicial decisions of participants in training / periodic training / initial training and monitoring of the results of the qualification exam and professional activity of a judge is carried out by the structural unit responsible for this, determined by the order of the rector of the National School of Judges of Ukraine, hrough a selective study of judicial decisions made by judges - trainees / participants in training/periodic training / initial training and placed in the Unified State Register of Judicial Decisions, regarding the practical use of knowledge, skills and abilities obtained by judges, the manifestation of the attitude formed during the training/periodic training / initial training of judges at the National School of Judges of Ukraine.

The process of monitoring judicial decisions is regulated by the Procedure for evaluating the effectiveness of judicial training under the component "Monitoring of judicial decisions", approved by the order of the rector of the NSJU.

After monitoring, its results are transferred to the head of the training course development team - for finalization and improvement of its materials in order to increase the quality and content of the course.

The summarized results of the questionnaire, monitoring of court decisions, as well as the reports of the coordinators of training events regarding the identified training needs of judges are transferred by the employee who carried out the generalization, monitored court decisions, and filled out the report of the coordinator of the training event to the head of his structural unit for the preparation of reports with summarized information on the identified training needs of judges.

**4.2. Planning of training events and periodic training**

Planning of training events, periodic training and initial training of judges should be carried out in accordance with calendar plans and programs.

Planning of training programs should be preceded by identifying the needs of the target audience for which a particular event is intended.

The main way to identify the needs of the target audience of the National School of Judges of Ukraine is to collect information on the relevance of the topics of training / periodic training of judges / initial training of judges.

**4.3. Design of new and improvement of already designed training courses, programs for initial training of judges / training and periodic training of judges**

The effectiveness of judicial training should be assessed on the basis of performance indicators of judges who have undergone initial training/in-service training/periodic training, the ability of judges to make decisions independently, structure and motivate court procedural documents, act professionally, demonstrate professionalism and competence in accordance with their professional tasks.

In view of this, the NSJU is faced with the task of finding ways to improve the process of initial training of judges / training and periodic training of judges, development of qualitatively new training programs, training materials / workshops, improving already developed training courses and increasing the effectiveness of forms and methods of training to improve the quality of its results. These tasks are solved by conducting monitoring research based on scientific approaches to their organisation, analysing the results obtained, in particular, by selective monitoring of court decisions posted in the Unified State Register of Court Decisions.

The ability to obtain prompt, sufficiently accurate and objective information about the current state of training events can be provided by the analysis of feedback questionnaires, impression questionnaires, distance training evaluation questionnaires, which is predictive in nature, the results of filling out reports of training coordinators, which, if necessary, allow timely adjustments to the content of training activities and plan the development of new ones.

As defined by the Concept of National Standards for Judicial Education, curricula and courses are designed: 1) in accordance with the objective training needs of the judicial corps; 2) taking into account the characteristics of the target audience (jurisdiction, experience of work as a judge, specialization (if necessary); 3) the relevance of the issues (development of the course "in advance", not "post factum"); 4) with the active participation of the judicial community.

The group of developers of a new training course defines the purpose, objectives, training goals for acquiring knowledge, skills, attitudes, as well as expected results; develops a course programme; structures the training material in accordance with the interactive training methodology, specifics of trainings and workshops; develops handouts and materials for judicial trainers; identifies tools for future performance evaluation in accordance with levels 1-3 of the Kirkpatrick model; approval of courses and their finalization are carried out; judicial trainers from each course are being trained.

The improvement of already developed training courses is carried out taking into account monitoring research obtained as a result of the analysis of feedback questionnaires, impression questionnaires, distance training evaluation questionnaires, reports of training event coordinators and summarized data based on the results of monitoring judicial decisions of judges - listeners/participants of events.

**4.4. Improving the level of training**

Scientific and methodological support for improving the level of training at the NSJU, training of new judicial trainers and advanced training of existing judicial trainers is carried out with the help and under the supervision of the Judicial trainers department .

Based on the results of the analysis of feedback questionnaires, impression surveys, distance training evaluation questionnaires, and reports of training events coordinators, the level of training of each judicial trainer is determined, and it is established which skills they need to improve, as well as areas requiring focused attention.

In order to improve the professional competence of judicial trainers, the NSJU prepares relevant trainings and workshops (methodological and thematic). These trainings and workshops will contribute the development of new training skills and the improvement of the acquired ones, as well as help in the exchange of experience and receiving feedback from proficient trainers.

**4.5. Organizational changes in the activities of the National School of Judges of Ukraine**

In order to improve the efficiency of the judicial training evaluation system, and to ensure operational interaction between the structural units of the National School of Judges of Ukraine, a single electronic database is being created, which allows for recording, analyzing, summarizing, monitoring and evaluating the data obtained, and their further use for evaluating the activities of the National School of Judges of Ukraine.

In order to record, analyse, summarise, monitor, evaluate the data obtained and use the evaluation results in the activities of the NSJU, the rector shall issue an order to create separate working groups, appoint responsible structural units, etc.

Based on the results of the research conducted by the staff of the NSJU after the initial training of judges / training / periodic training of judges, meetings of course development groups are held with the aim of improving the training materials. In addition, proposals for the development of new training courses are also provided, and subsequently taken into account during the planning of NSJU events.

The results obtained are used by the NSJU to improve the quality of the designed training courses, professional development of judicial trainers and the effectiveness of the events in general.

**Annex 1**

**Feedback survey**

**on the results of training/initial training of judges/periodic training**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(indicate the category of listeners who underwent the training)*

*Dear colleagues!*

*It is important for the employees of the National School of Judges of Ukraine to know the opinion of each participant of the training on the quality and effectiveness of its implementation. For this purpose, a survey of participants is being conducted.*

*The survey is anonymous and is carried out by evaluating the proposed positions on a five-point scale, where 5 points is the highest score, and 1 point is the lowest.*

*We ask you to provide answers to the questions of this questionnaire by circling the number you have chosen.*

*The generalized results of the survey will be taken into account when assessing the effectiveness of the NSJU activities and when forming subsequent training programs.*

1. Did you achieve the planned training objectives that you set for yourself when you decided to participate in training at the National School of Judges of Ukraine?

1. 2 3 4 5

2. Please evaluate thw effectivwness of the training methods applied during the training, based pn the provided scale

* Interactive lecture 1 2 3 4 5
* Training 1 2 3 4 5
* Workshop seminar 1 2 3 4 5

3. In your opinion, how useful will the knowledge, skills and attitudes acquired during the training be practically for you in practice?

1 2 3 4 5

4. How do you evaluate the work of judicial trainers?

1) Surname, first name, patronymic, title of the lecture topic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Knowledge of the training topic

1 2 3 4 5

* Ability to engage the audience and maintain their attention 1 2 3 4 5
* Skills in interactive training methods

1 2 3 4 5

* Achieving learning goals

1 2 3 4 5

2) Surname, first name, patronymic, title of the lecture topic

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Knowledge of the training topic

1 2 3 4 5

* Ability to engage the audience and maintain their attention 1 2 3 4 5
* Skills in interactive training methods

1 2 3 4 5

* Achieving learning goals

1. 2 3 4 5

5. Evaluate the level of organization and preparation:

* Registration of participants 1 2 3 4 5
* Time management 1 2 3 4 5
* Format of discussion of the proposed topics 1 2 3 4 5

● The way trainers communicate with the judges' audience 1 2 3 4 5

6. In your opinion what should be done to improve the effectiveness of the training system at the NSJU?

● Strengthen the connection between the training topics and practical activities.

● Improve the educational and methodological support of the training/workshop.

● Improve the technical equipment of the training/workshop.

● Pay more attention to the modern information technologies.

● Other (specify what exactly)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In your opinion which forms of training should be used more frequently during the training?

● trainings;

● round tables;

● seminars-workshops on specific problematic issues of law application;

● distance training;

●other(specify what exactly).

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1. Please indicate your training needs which topics you need to master and what knowledge and skills you need to acquire for effective performance in your role as a judge
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Please write your comments, suggestions and remarks regarding the training at the National School of Judges of Ukraine

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**Annex 2**

**Impression Survey**

**on the results of the training / workshop / round table**

*Dear colleagues!*

*The National School of Judges of Ukraine values the opinions of participants regarding the quality and effectiveness of each training event. For this purpose, a survey of participants is conducted. The survey is anonymous and is carried out by evaluating the proposed positions on a five-point scale, where 5 points is the highest score, and 1 point is the lowest.*

*Please respond to the questions by circling or underlining your chosen answer. You may also be asked to indicate your attitude toward certain statements by selecting the corresponding emotion.*

*The summarized results of this survey will be taken into account in future events.*

**1. Your impressions of the training/workshop/round table**

|  |  |
| --- | --- |
| My expectations were met | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| The topic of the training/workshop/roundtable  was relevant | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| The materials of the training/workshop/roundtable  were of a practical nature | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| The materials of the training/workshop/round table were qualitatively developed | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| I was satisfied with the training methods used. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

**2. Were the training goals and objectives (tasks) of the training event as planned by the organizers achieved?**

Yes No Partially

**3. Evaluate the effectiveness of the training methods used during the training/workshop/round table using the proposed scale.?**

● Interactive lecture 1 2 3 4 5

● Video demonstration 1 2 3 4 5

● Role play 1 2 3 4 5

● Brainstorming 1 2 3 4 5

● Practical tasks 1 2 3 4 5

● Express survey questions 1 2 3 4 5

● Moderated discussion 1 2 3 4 5

● Other 1 2 3 4 5

**4.** **How do you evaluate the work of judicial trainers?**

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, initials)

|  |  |
| --- | --- |
| Training skills and ability to transfer knowledge | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to effectively organize the training/periodic training process | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to communicate with the audience | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to work in a team | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Organization and efficiency of work in small groups | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| In general, I was satisfied with the trainer's ability to provide interesting content, explain the content/topic, and engage participants in the training process. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, initials)

|  |  |
| --- | --- |
| Training skills and ability to transfer knowledge | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to effectively organize the training/periodic training process | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to communicate with the audience | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to work in a team | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Organization and efficiency of work in small groups | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| In general, I was satisfied with the trainer's ability to provide interesting content, explain the content/topic, and engage participants in the training process. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, initials)

|  |  |
| --- | --- |
| Training skills and ability to transfer knowledge | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to effectively organize the training/periodic training process | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to communicate with the audience | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to work in a team | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Organization and efficiency of work in small groups | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| In general, I was satisfied with the trainer's ability to provide interesting content, explain the content/topic, and engage participants in the training process. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, initials)

|  |  |
| --- | --- |
| Training skills and ability to transfer knowledge | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to effectively organize the training/periodic training process | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to communicate with the audience | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to work in a team | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Organization and efficiency of work in small groups | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| In general, I was satisfied with the trainer's ability to provide interesting content, explain the content/topic, and engage participants in the training process. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, initials)

|  |  |
| --- | --- |
| Training skills and ability to transfer knowledge | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to effectively organize the training/periodic training process | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to communicate with the audience | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Ability to work in a team | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Organization and efficiency of work in small groups | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| In general, I was satisfied with the trainer's ability to provide interesting content, explain the content/topic, and engage participants in the training process. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

**5. How do you evaluate the organization of the training/workshop/round table?**

|  |  |
| --- | --- |
| Availability of information about the event | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Timeliness of the invitation to the event | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| The level of event support | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Taking into account the individual needs of participants | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

**6. Are you satisfied with the material and technical support of the event?**

|  |  |
| --- | --- |
| The choice of venue for the event | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| The provided equipment | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Distribution of training materials | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| Comfort of the workstations | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

**7. What did you like the most about the training?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8.** **Do you have any suggestions for improving the content or format of the training/workshop/roundtable?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| I was satisfied with the duration of the training event. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |
| I would recommend this training/seminar/roundtable to my colleagues. | **C:\Users\unytska\AppData\Local\Microsoft\Windows\INetCache\Content.Word\смайл.jpg** |

**9. Please specify your training needs: what topics do you need to master, and which knowledge and skills should you acquire for effective work as a judge?**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

**Distance training evaluation survey**

**1. Regarding expectations and relevance**

**1.1.** What were your expectations from the training? (open question)

**1.2.** Did your expectations come true? **YES / NO**

**1.3.**If you answered ‘NO’, please explain why?

(open question)

**1.4.** How relevant was the topic of the distance training course for you?

Rating on a 3-point scale:

1 – not relevant;

2 – relevant;

3 – very relevant.

**2. Regarding preparation for the training course**

2.1. How did you prepare for the start of your studies?

● I read about this course and familiarized with the program, etc.

● I discussed this course and my expectations with colleagues.

● I previously studied the regulatory framework on the subject of the course in order to clarify problematic issues.

● I did not prepare.

**3. Regarding the content of the distance training course**

**3.1. To what extent was the expected result achieved?**

Evaluation on a 3-point scale:

1 – partially achieved;

2 – achieved;

3 – exceeded expectations.

3.2. What part of the content do you consider particularly useful for professional life? (open question)

* 1. How do you think the course content could be improved? (open question)

1. **Trainers staff. Logistics support**
   1. How do you evaluate the work of the judicial trainers?

(surname, name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname, name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluation on a 3-point scale:

1 – moderately; 2 – good; 3 – very good.

* 1. Please comment on the scores you have given (open question).
  2. How do you evaluate the work of the course administrator??

Evaluation on a 3-point scale:

1 – moderately; 2 – good; 3 – very good.

* 1. Please comment on the scores you have given (open question).
  2. How do you evaluate the organizational and technical support of the distance training course?

Evaluation on a 3-point scale:

1 – moderately; 2 – good; 3 – very good.

* 1. Please comment on the scores you have given (open question).

1. **Regarding training instruments**
   1. Which training instruments that were used did you evaluate the highest?

Evaluation on a 3-point scale:

1 – moderately; 2 – good; 3 – very good.

- Presentation

- Practical/Situational Task

- Forum Discussion

- Testing

- Creative Task

* 1. Please comment on the scores you have given (open question).

1. **Regarding the distance treaning course in general**
   1. Considering the general topic, the course duration was:

Evaluation on a 3-point scale:

1 – not sufficient; 2 – appropriate; 3 – too much.

* 1. Please comment on the scores you have given (open question).
  2. Was the learning of the material in the proposed format effective? **YES / NO**
  3. If you answered “NO”, please explain why? (open question)
  4. How much time did you devote on the course?

1-2 hours a day

3-4 hours a day

More than 4 hours a day

* 1. Would you recommend this distance training course to your colleagues?

**YES / NO**

* 1. If you answered “NO”, please explain why? (open question)
  2. Your general comments/wishes (open question)
  3. Please specify your training needs: what topics do you need to master, and which knowledge and skills should you acquire for effective work as a judge?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex4**

**Report of the coordinator**

**of the training event**

**SECTION 1 Rules for completion**

* 1. A report by the training coordinator is prepared for each training course, the development of which is carried out with the participation of the NSJU and is an integral part of the course materials. When testing a training course, the preparation of a report by the training coordinator is mandatory.
  2. 1.2. The training event coordinator's report is filled out using Google Forms (according to the sample) by the developer of the training event before the start of its testing and is supplemented by the training event coordinator taking into account his own observations, information received from judicial trainers, moderators, facilitators, generalized information from feedback survey, impression survey, and distance training evaluation survey.

1.3. Individual sections of the training event coordinator report may be completed by training event participants, their supervisors, and/or colleagues.

1.4. During the event, the event coordinator creates a copy of the Report with the date of the event indicated in the form title.

**SECTION 2 Information about the event**

**2.1. Section 2 contains the following questions:**

2.1.1. **Title of the event** (to be filled in by the course developer).

2.1.2. **Type of training event** (training, seminar-workshop ...) (to be completed by the course developer).

2.1.3**. The form of the course** is planned by the developers (face-to-face, online, blended, distant) (filled in by the course developer).

2.1.4. **The form of conduct** is actual (face-to-face, online, blended, distant) (to be filled out by the event coordinator).

2.1.5. **Type** - **planned** by the developer (initial training; continuous in-service training; improve qualiffication) (to be filled in by the course developer).

**2.1.6. Type - actual** (initial training; continuous in-service training; improve qualiffication) (filled in by the event coordinator).

**2.1.7 Information about the target audience - planned** by the developer (specialization, instance) (filled in by the course developer).

**2.1.8. Information about the target audience - actual** (specialization, instance) (filled in by the event coordinator);

**2.1.9. Date of holding** (filled in by the event coordinator);

**2.1.10. Time of holding (total duration of the event) - planned** by the developers (filled in by the course developer);

**2.1.11. Time of holding (total duration of the event) - actual** (filled in by the event coordinator);

**2.1.12. Event organizer, co-organizers** (filled in by the event coordinator);

**2.1.13. Number of participants - planned** by the developers (maximum) (to be filled in by the course developer);

**2.1.14. Number of participants - actual** (to be filled in by the event coordinator);

**2.1.15. Number of women/men (participants)** (to be filled in by the event coordinator);

**2.1.16. Information about the developer** who filled in the section (full name, position, date of filling in) (to be filled in by the course developer);

**2.1.17. Information about the training event coordinator** who filled in/added the section (full name, position, date of filling in/added) (to be filled in by the event coordinator)

**SECTION 3 Training objectives and information on their achievement**

3. Section 3 provides for the evaluation of level 2 of the Kirkpatrick model (learning objectives are filled in by the developers (preferably for each component of the course (mini-lectures, practical assignment, etc.)), and the evaluation of their achievement in terms of knowledge, skills and attitudes is determined by the coordinator of the training event, taking into account their own observations, information received from teachers, moderators, facilitators, generalised information from feedback surveys, impression surveys, distance learning evaluation surveys).

**SECTION 4 Work of the judicial trainers**

**4.** The work of the judicial trainers is determined by the coordinator of the training event, taking into account their own observations, information received from teachers, moderators, facilitators, generalised information from feedback surveys, impression surveys, distance learning evaluation surveys.

**SECTION 5 Logistical and organisational issues**

**5.**The answers to logistical and organisational issues are provided by the coordinator of the training event, taking into account his/her own observations, information received from trainers, moderators, facilitators, generalised information from feedback surveys, impression surveys, distance learning evaluation surveys.

**SECTION 6 Identified training needs of judges**

**6.** The answers to the questions are provided by the coordinator of the training event, taking into account his/her own observations, information received from judicial trainers, moderators, facilitators, generalised information from feedback surveys, impression surveys, distance learning evaluation surveys.

**SECTION 7 Information on the use of acquired knowledge, skills and attitudes in professional activities**

7.1. Section 7 provides for the evaluation of behavioural change (level 3 of the Kirkpatrick model) and is to be filled in if the relevant evaluation is conducted.

**SECTION 8 Information on the impact of the training event on the functioning of the justice system as a whole**

Section 8 is intended to evaluate level 4 of the Kirkpatrick model and is to be filled in if relevant information is available.

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