

# Quarterly Assessment

## San Jose-Evergreen Community College District

Quarter: [Q1/Q2/Q3/Q4]

Assessment Date:

Assessor(s):

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## 1. Objectives of the Assessment

- Ensure all training preparations are on track for implementation.
- Identify gaps in training topics, logistics, metrics, and trainer readiness.
- Provide actionable recommendations for improvement.

## 2. Assessment Summary

Category	Criteria	Status (Yes/No)	Comments/Actions Needed
<b>Topics</b>	Are the training topics relevant?		
	Are materials updated and complete?		
	Are objectives aligned with District goals?		
<b>Logistics</b>	Are venues booked and confirmed?		
	Is the necessary equipment available?		
	Are materials printed/prepared?		
<b>Metrics</b>	Are KPIs clearly defined?		
	Are tracking systems in place?		
	Are previous KPIs reviewed for insights?		
<b>Trainers</b>	Are trainers scheduled?		
	Have trainers received necessary materials?		
	Are trainers fully briefed and trained?		

### 3. Detailed Assessment Notes

#### Topics

- [Insert observations and recommendations]

#### Logistics

- [Insert observations and recommendations]

#### Metrics

- [Insert observations and recommendations]

#### Trainers

- [Insert observations and recommendations]
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#### 4. Action Plan

Action Item	Responsible Person	Deadline	Status
[Insert action item]	[Name]	[Date]	[Pending/Done]
[Insert action item]	[Name]	[Date]	[Pending/Done]

#### 5. Final Recommendations and Sign-off

- [Summarize major findings and next steps]

**Assessor Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Manager Approval:** \_\_\_\_\_  
**Date:** \_\_\_\_\_