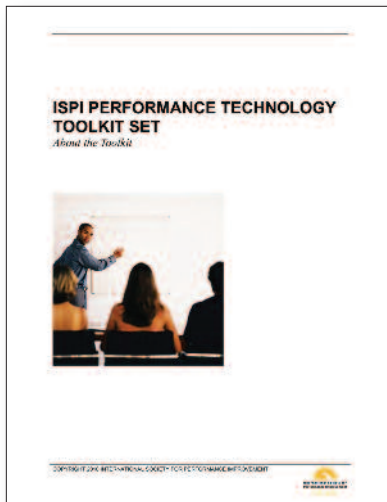


PERFORMANCE TECHNOLOGY TOOLKIT



What is the Toolkit?

The Performance Technology Toolkit is a collection of 23 reusable tools in an electronic PDF format. The tools are organized into six portfolios:

1. Project Management
2. Analysis
3. Design
4. Development and Implementation
5. Evaluation
6. Presentation Guidelines

Why add these to your portfolio of tools?

They save you time because they automatically:

- Calculate time and money
- Provide a document trail when doing project debriefings
- Communicate expectations

They make planning easier since each includes the essential steps.

They provide guidance to new staff as they take on assignments.

They help you avoid overlooking steps or points for consideration.

They provide a systematic approach for recurring tasks.

How do you use the tools?

Each tool has fields you populate with your data.

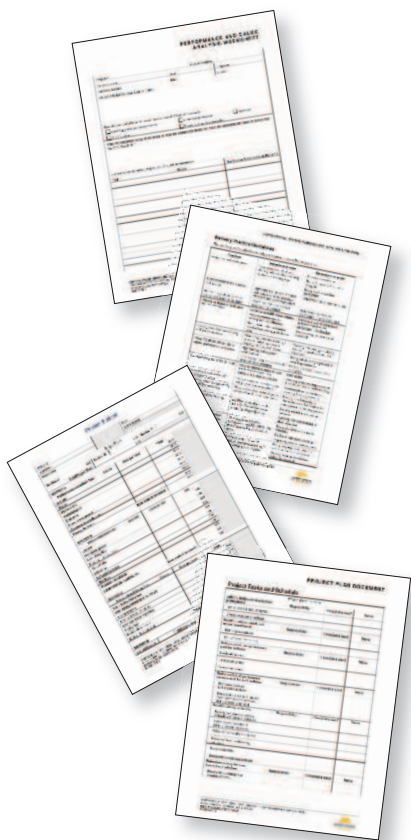
Some tools automatically calculate time and cost.

Share them with colleagues to better confirm agreement on roles and responsibilities.

Use them during team debriefings to communicate actions and results.

What are the tools?

1. Project Management (8 tools)
 - a. Initial Service Request
 - b. Project Scope Determination Questionnaire
 - c. Project Plan Document
 - d. Project Timeline
 - e. Sample Project Timeline
 - f. Project Budget Worksheet
 - g. Project Status Report
 - h. Weekly Project Activity Log
2. Analysis—Performance and Cause Analysis Worksheet
3. Design—Intervention Selection Checklist
4. Development and Implementation (3 tools)
 - a. Customer Recommendations Report
 - b. Training Supplier Assessment
 - c. Vendor Proposal Evaluation Instrument
5. Evaluation (9 tools)
 - a. Formative, Summative, and Confirmative Evaluation ROI Checklist
 - b. Non-Instructional Performance Intervention Evaluation
 - c. Customer Satisfaction Survey
 - d. Instructional Intervention Quality Survey
 - e. Instructional Delivery Skills Evaluation
 - f. Participant Instructional System Evaluation
 - g. Supervisor Post-training Evaluation Survey
 - h. Performance Improvement ROI
 - i. Train the Trainer Delivery Evaluation Peer Feedback
6. Presentation Guidelines
 - a. Instructional Presentation Guidelines



**International Society for
Performance Improvement**

WHERE KNOWLEDGE
BECOMES KNOW-HOW

PERFORMANCE TECHNOLOGY TOOLKIT

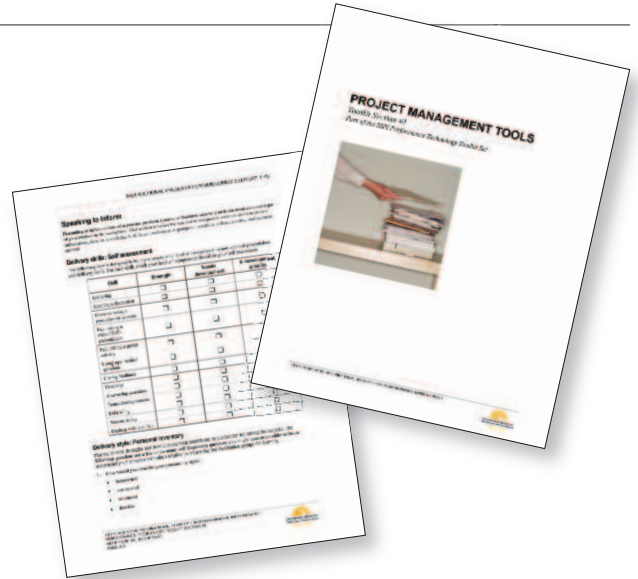
What does the Toolkit cost?

ISPI Member		Non-member	
\$79 each	1–5 copies/users	\$129 each	1–5 copies/users
\$69 each	6–25 copies/users	\$119 each	6–25 copies/users
\$59 each	26–50 copies/users	\$109 each	26–50 copies/users

For quantities over 50, please call 301.587.8570.

How do you purchase an electronic copy of the Toolkit?

Use the order form below or visit www.ispi.org. Once your payment is processed, a zip file of the toolkit will be emailed to you.



Order Form (Please print clearly)

First Name _____ Family/Surname _____

Title _____

Organization _____

Address _____ Work Home

City _____ State/Province _____ Zip/Post Code _____

Country _____ Email _____

Phone _____ Fax _____

Please check one: ISPI Member Quantity: _____ \$ 79 \$ 69 \$ 59

Non-member Quantity: _____ \$ 129 \$ 119 \$ 109

ISPI Membership Join ISPI today, and take advantage of the member rate.

- Active Membership \$ 165
- Active Membership outside the US & Canada \$ 195
- Young Professional Membership: Must be age 35 and under \$ 125
- Student Membership: Proof of full-time enrollment from an accredited college/university must accompany application \$ 60
- Retired Membership: Must be retired from full-time employment \$ 60
- Lifetime Membership*: Never pay dues again! \$ 1500
- Performance Improvement Quarterly* is a peer-reviewed journal created to stimulate professional discussion in the field and to advance the discipline of HPT through publishing scholarly works. Subscribe today, and access over 20 years worth of quality, research-based articles. \$ 45

Total: U.S. \$ _____

Payment Method (Please make payment in U.S. Dollars) Federal Employer Tax ID# 74-1470720

Check Amount enclosed: \$ _____ Check number _____

Credit Card: VISA MasterCard American Express Discover

Card number _____ Expiration date _____

Name on card _____ Signature _____

4 Easy Ways to Purchase

Mail: ISPI, 1400 Spring Street, Suite 400, Silver Spring, Maryland 20910 USA Phone: 301.587.8570 Fax: 301.587.8573 Web: www.ispi.org

*By completing this Lifetime membership application, I certify I'm seeking to become an active (paid) lifetime member of ISPI and I agree to abide by the principles of ISPI. I further agree I will not lend my username or password to any other user and my account can be deactivated if found in violation of this trust.