Contextual analysis

Student’s Name

Institutional Affiliation

Course Name

Instructor’s Name

Date

**Contextual analysis**

**Why is contextual analysis essential to professional development and training related to program evaluation?**

Contextual analysis is a technique that is used in analyzing the environment in which a business operates. It is usually used in interpreting information retrieved from previous studies methodologies and determine how, when, and where training will be delivered. In addition, the technique helps activity to compare different delivery mediums for addressing the scheduling concerns and other logistics within the setting of the organization learning purposes.

**How should delivery options and time frame be determined?**

Delivery options either be group training or individual training. Group training can be related to class size, and it can be offered through the physical or the virtual classroom. Personal training, on the other hand, can use different forms of digital and non-digital techniques. Delivery time is concerned with the number of people trained within a short period. The expertise of the trainer has to be particular about the delivery method. It is not advisable to take a trainer who is not the expertise to train people in a digital world, and the trainer must have adequate knowledge in the field they are supposed to teach people (Lee, 2013). When planning for training schedules, the trainer has to consider the size of the population and if attendance is mandatory or voluntary. The training is always handled differently under the two circumstances. Besides, the trainer has to determine if the training will be part of a sequence or independent. The availability of skilled trainers is also an important aspect to consider. Other factors that can affect the movement should also be considered.

**How should record-keeping be handled?**

Record keeping can be simple or sometimes very complicated depending on the duration of the training. The type of recording has to be effectively analyzed because some training may take a short period, yet they need a lot of time for record-keeping. In addition, the training may require practice between the formal sessions, and maintaining such records may sometimes require a lot of records compared to those that are just direct. The complexity of the training is also another aspect that has to be considered in record keeping.

References

Lee R. W. (2013). Contextual analysis: Retrieved from: https://www.youtube.com/watch?v=OVJlmZFU3Lw