

TRAINING EVALUATION FORM

COURSE TITLE: _____
COURSE DATE(S): _____
COURSE LOCATION: _____
COURSE INSTRUCTOR(S)/VENDOR: _____

Please complete this evaluation as openly and honestly as possible. Your feedback is important as we seek to meet your training needs. Please indicate the response which best expresses your assessment of the below items. If questions do not apply to you, please write in N/A, for "not applicable." Please rate each question with a numerical value of 5 thru 1. 5=Excellent, 3=Satisfactory and 1=Poor.

1. THE COURSE

- | | | | | | |
|---|-----|-----|-----|-----|-----|
| A. Were the objectives met | (5) | (4) | (3) | (2) | (1) |
| B. Subject matter was well organized | (5) | (4) | (3) | (2) | (1) |
| C. Suitability of instructional materials | (5) | (4) | (3) | (2) | (1) |
| D. Would recommend this course to others | (5) | (4) | (3) | (2) | (1) |
| E. Overall met my needs | (5) | (4) | (3) | (2) | (1) |

2. THE INSTRUCTOR(S)

- | | | | | | |
|--|-----|-----|-----|-----|-----|
| A. Knowledge of subject matter | (5) | (4) | (3) | (2) | (1) |
| B. Was well prepared and organized | (5) | (4) | (3) | (2) | (1) |
| C. Was considerate & responsive | (5) | (4) | (3) | (2) | (1) |
| D. Effectively kept discussions on the topic | (5) | (4) | (3) | (2) | (1) |
| E. Accomplishment of stated objectives | (5) | (4) | (3) | (2) | (1) |

3. THE FACILITIES

- | | | | | | |
|--|-----|-----|-----|-----|-----|
| A. Were conducive to learning | (5) | (4) | (3) | (2) | (1) |
| B. Accommodated those with special needs | (5) | (4) | (3) | (2) | (1) |
| C. Parking/access to the site was adequate | (5) | (4) | (3) | (2) | (1) |

4. KNOWLEDGE/SKILL IN THE SUBJECT

- | | | | | | |
|---|-----|-----|-----|-----|-----|
| A. BEFORE the course could be rated as | (5) | (4) | (3) | (2) | (1) |
| B. AFTER the course could be rated as | (5) | (4) | (3) | (2) | (1) |

5. CUSTOMER SERVICES

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|--|-----|-----|-----|-----|-----|
| A. Announcement was informative/accurate | (5) | (4) | (3) | (2) | (1) |
| B. Training staff was helpful with questions | (5) | (4) | (3) | (2) | (1) |
| C. Confirmation notice was accurate/complete | (5) | (4) | (3) | (2) | (1) |
| D. How did you learn about this course | | | | | |

____HRO Homepage ____Email ____Announcement Dist. ____FY Survey