



Template for evaluating a training event recently attended.

Q1. What training/learning activity did you undertake?

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Q2. What were your objectives in undertaking this training/learning?
Please list up to 5 objectives in the spaces below.

Objective 1	
Objective 2	
Objective 3	
Objective 4	
Objective 5	

Q3. How well did the training or learning meet your objectives? Give a mark out of 10 for each objective, where 10 means it was achieved completely and 1 means it was not achieved at all.

Score objective 1	
Score objective 2	
Score objective 3	
Score objective 4	
Score objective 5	

Q4. How many hours per week did you spend on this training/learning activity?

Hours actually spent on course	
Hours spent on course work	
Hours spent on related reading	
Hours spent on practice	

Replace these options with actual sections from the training course.

Q5. Which section of the course content did you find most useful?

Section 1

Section 4

Section 2

Section 5

Section 3

Please mark the relevant box.

Replace these options with actual sections from the training course.

Q6. Which section of the course content did you find least useful?

Section 1

Section 4

Section 2

Section 5

Section 3

Please mark the relevant box.

Q7. Overall, did you find the course

Relevant

Interesting

Challenging

A waste of time

Neutral

Replace these options with actual sections from the training course.

Q8. Each section of the training course is listed below. Please give a section rating for the presentation by marking the relevant box next to the section. Consider how well the material was presented, the use made of the available tools, and the trainer's engagement of the participants.

	Poor	Average	Good	Very Good	Excellent
Section 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Replace these options with actual sections from the training course.

Q9. Each section of the training course is listed below. Please give each section a rating for applicability to your job by marking the relevant box next to the section. When deciding on a rating, consider how easily you think you will be able to apply the material to the day-to-day tasks you perform in your job.

	Poor	Average	Good	Very Good	Excellent
Section 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q10. Was there anything that you expected to be covered in the course, but was not?

Yes

No

Q11. If you answered Yes, please list the items that you expected to be covered, but were not. List up to 5 items.

Not covered 1	<input type="text"/>
Not covered 2	<input type="text"/>
Not covered 3	<input type="text"/>
Not covered 4	<input type="text"/>
Not covered 5	<input type="text"/>

Q12. What did you think of the number of group activities? Please mark the relevant box?

There were too many activities

There were a sufficient number of activities

There were too few activities

Q13. Do you have any suggestions for improving the course?

<input type="text"/>
