Level 1 Training Evaluation Form

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Please use your experience in this training to rate the following statements.  Your feedback will help us to ensure that we continue to meet your training needs. | | | | | | | |
| Instructor: | | Date: | | | | | |
| Course Title: | | | | | | | | |
|  | | Agree *Dis*agree | | | | | |
| Overall Rating | |  |  |  |  |  | |
| The training was worth attending. | | 5 | 4 | 3 | 2 | 1 | |
| Training Design | |  |  |  |  |  | |
| The objectives were clearly communicated and met to my satisfaction. | | 5 | 4 | 3 | 2 | 1 | |
| The topics were well organized and easy to understand. | | 5 | 4 | 3 | 2 | 1 | |
| The pace of the training was appropriate for the topics covered. | | 5 | 4 | 3 | 2 | 1 | |
| The level of difficulty of the content was appropriate for me. | | 5 | 4 | 3 | 2 | 1 | |
| Instructor | |  |  |  |  |  | |
| The instructor performed well overall. | | 5 | 4 | 3 | 2 | 1 | |
| The instructor is knowledgeable about the subject matter. | | 5 | 4 | 3 | 2 | 1 | |
| The instructor practiced effective time management. | | 5 | 4 | 3 | 2 | 1 | |
| The instructor answered my questions to my satisfaction. | | 5 | 4 | 3 | 2 | 1 | |
| Training Exercises | |  |  |  |  |  | |
| I found the exercises valuable in learning how to apply the concepts. | | 5 | 4 | 3 | 2 | 1 | |
| Training Application | |  |  |  |  |  | |
| I will apply what I learned to my job and/or other areas of my life. | | 5 | 4 | 3 | 2 | 1 | |
| I will recommend this training to others within my organization. | | 5 | 4 | 3 | 2 | 1 | |
| Logistics | |  |  |  |  |  | |
| The seating arrangements were appropriate for the session. | | 5 | 4 | 3 | 2 | 1 | |
| I was able to see and hear the presentation without distractions. | | 5 | 4 | 3 | 2 | 1 | |
| Ample breaks were provided without disrupting the flow of the session. | | 5 | 4 | 3 | 2 | 1 | |
| Adequate beverages and food were provided. | | 5 | 4 | 3 | 2 | 1 | |
| Comments What topics would you have liked to have spent more or less time on?  What did the instructor do that worked well and what would you suggest to improve his or her effectiveness?  What was most useful about the exercises?  What changes would you recommend to improve the course and make it more effective? | | | | | | | |

*If you need additional space for your comments, please use the back of the form.*