

**Division of Training and Development**

**Training Evaluation Form**

**Training Topic:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:**

**Please indicate your level of agreement with the statements listed in Q. 1-10. Add additional comments to Q11-14.**

**Fill in the front and back of this form.**

1. The objectives of the training were clearly defined.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
2. Participation and interaction were encouraged.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
3. The topics covered were relevant to me.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
4. The content was organized and easy to follow.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
5. This training experience will be useful in my work.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
6. The trainer was knowledgeable about the training topics.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
7. The training objectives were met.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
8. The trainer was well prepared.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
9. The time allotted for the training was sufficient.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
10. The meeting room and facilities were adequate and comfortable.
	* Strongly agree
	* Agree
	* Neither agree nor disagree
	* Disagree
	* Strongly disagree
11. What did you like most about the training?
12. What aspects of the training could be improved?
13. How do you hope to change your practice because of this training?
14. Please share other comments or expand on previous responses here: