

Appraisal of External Training Course

As part of our commitment to provide regular training and re-training of our staff we would appreciate your comments concerning the suitability and value of the Training Course that you have just attended. Please complete this form and return it to _____ within one week of attending the course.

Name:

Position

TITLE OF COURSE:

Date(s):

Where held:

ELEMENT	SCORE			COMMENTS
	1	2	3	
How well did you rate the venue for the course and the organisation on the day? <i>1 = Poor / 2 = Average / 3 = Excellent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How appropriate do you feel the course was for your needs? <i>1 = Too basic / 2 = About right / 3 = Too advanced</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How well do you feel that the objectives of the course were met? <i>1 = Not met / 2 = Satisfactory / 3 = Exceeded</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What were the job levels of other people attending the course? (provide attendee list if possible) <i>1 = More junior / 2 = Similar / 3 = More senior</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How well did the course instructor hold your level of interest? <i>1 = Low / 2 = Average / 3 = High</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How well did you rate the course instructor's communication skills? <i>1 = Poor / 2 = Average / 3 = Excellent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How well did you rate the course instructor's level of knowledge of the subject? <i>1 = Poor / 2 = Average / 3 = Excellent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How well did you rate the quality of visual aids and supporting notes / information handed out? <i>1 = Poor / 2 = Average / 3 = Excellent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How much discussion was invited AND generated during the course? <i>1 = Hardly any / 2 = Average / 3 = A lot</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Would you recommend the course to others? <i>1 = Definitely not / 2 = Possibly / 3 = Definitely</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>What was your overall impression of the course and the way it was run? Indicate your overall assessment of the course instructor, visual aids and hand-outs used, and general strengths and weaknesses.</p>	
<p>What aspects of your job responsibilities do you feel will improve as a result of you attending this course?</p>	
<p>What <i>specific</i> improvements will you make to your job activities?</p>	
<p>What personal benefits do you feel you have received as a result of attending this course?</p>	
<p>Do you expect any significant improvements in the way your area of responsibility within the Organisation is run or managed as a result of you attending this course?</p>	
<p>What additional training do you feel you would need to enable you to achieve your job AND personal objectives?</p>	
<p>GENERAL COMMENTS:</p>	
<p>Employee: _____ Date: _____</p>	