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Training Evaluation Form Template

Name:				
Email:				
Course:				
Trainer:				
Training Date:				
<i>Please select the most relevant response to each of the following questions.</i>				
EASE OF UNDERSTANDING	Yes	To some extent	No	Don't know
Were the goals/objectives of the training clearly defined at the start of the course?				
Do you feel confident that this course has helped you to gain new skills?				
OVERALL SATISFACTION	Yes	To some extent	No	Don't know
Was the course effective in communicating information on the training topic?				
Did you feel supported throughout this training?				
Did you feel comfortable asking questions in relation to the course content or materials?				
Did you get the answers you needed to these questions?				
Do you know where to get additional resources in relation to this course topic?				
TRAINER PERFORMANCE	Yes	To some	No	Don't

		extent		know
Was the trainer well prepared?				
Was the trainer knowledgeable on the topic?				
Was the trainer open to feedback?				
PLATFORM EXPERIENCE (ONLINE TRAINING)	Yes	To some extent	No	Don't know
Was the LMS platform engaging and easy to use?				
Were there any technical issues, like an answer not being saved, that contributed to feelings of frustration with the experience?				
Were there any incompatibility issues between the platform and your operating system/web browser?				
TIME REQUIREMENTS	Yes	To some extent	No	Don't know
Did you feel like the training was longer than it needed to be?				
Were there sections of the training that seemed unnecessarily repetitive?				
Were there any elements of the training that you felt weren't relevant?				
PERCEPTION OF VALUE	Yes	To some extent	No	Don't know
How relevant was the course content to your role and/or professional development?				
Would you recommend this course to others?				



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- 1. Please share more information on the questions you responded to with “No” or “To some extent” or “Don’t know”.**
- 2. Share the three most important things you learned from this course.**
- 3. How do you think we can improve this training course to make it more relevant for future trainees?**

Thank you for taking time to share your feedback.

If you have any questions in relation to this training please get in touch.