Course Evaluation

Dear Trainee,

We have a special assignment for you during this workshop. We would greatly appreciate it if you could answer a few questions about your training experience. This will help us make your next experience even better! Please return this form to your trainer after the workshop.

Thank you!

Your Training Team

General Information

|  |  |
| --- | --- |
| Workshop Information | |
| Name of Workshop |  |
| Location of Course |  |
| Course Length |  |

|  |  |
| --- | --- |
| A Bit About You (Optional) | |
| Name |  |
| Position |  |
| Do you want to be contacted about your training experience? |  |
| If so, please provide your telephone number and/or e-mail address. |  |

General Evaluation

|  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree |
| --- | --- | --- | --- | --- | --- |
| Overall, the training session was high quality. |  |  |  |  |  |
| The course covered the material I expected. |  |  |  |  |  |
| This training will be beneficial to me in the performance of my job. |  |  |  |  |  |
| I had plenty of opportunities to practice what I learned. |  |  |  |  |  |
| The course gave me specific ideas and tools to implement in my workplace. |  |  |  |  |  |
| The trainer was professional, well-prepared, and knowledgeable about the topics at hand. |  |  |  |  |  |
| The training facility was well-equipped and comfortable. |  |  |  |  |  |
| Overall, this course was worth my time and money. |  |  |  |  |  |

Final Thoughts

If a colleague was going to take this workshop, what would you tell them?

If you could change one thing about this course, what would it be?

What was the most important thing that you learned today?

Do you have anything else to share?