Training Evaluation Form for Trainees

**Trainee Information:**

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Training Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Session Details:**

* Topic Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please evaluate the following aspects of the training session:**

1. **Training Content**
   * Relevance to your needs:  
     + Excellent
     + Good
     + Average
     + Poor
   * Understandability of the material:  
     + Excellent
     + Good
     + Average
     + Poor
   * Coverage of topics:  
     + Excellent
     + Good
     + Average
     + Poor
2. **Trainer Performance**
   * Knowledge of the subject matter:  
     + Excellent
     + Good
     + Average
     + Poor
   * Clarity of explanation:  
     + Excellent
     + Good
     + Average
     + Poor
   * Interaction with participants:  
     + Excellent
     + Good
     + Average
     + Poor
3. **Training Methodology**
   * Effectiveness of teaching methods:  
     + Excellent
     + Good
     + Average
     + Poor
   * Use of practical examples:  
     + Excellent
     + Good
     + Average
     + Poor
   * Pace of training:  
     + Excellent
     + Good
     + Average
     + Poor
4. **Materials and Resources**
   * Quality of training materials (handouts, tools):  
     + Excellent
     + Good
     + Average
     + Poor
   * Availability of resources:  
     + Excellent
     + Good
     + Average
     + Poor
5. **Overall Satisfaction**
   * How satisfied were you with the training?  
     + Very Satisfied
     + Satisfied
     + Neutral
     + Dissatisfied
     + Very Dissatisfied

**Open Feedback:**

* What was the most useful aspect of the training?
* What could be improved in future sessions?
* Any other comments or suggestions?

**Confirmation:**

* Trainee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_