

## ***Sample training course evaluation form***

The following is a sample training course evaluation form that was used in the training of trainers' (ToT) courses on hygienic practices along the coffee chain carried out under the FAO/CFC/ICO project on "Improving coffee quality through the prevention of mould formation".

Evaluation is an essential part of the training cycle and it includes short-term evaluation of training and longer term impact evaluation. During the ToT courses under the global coffee project, there was continuous informal evaluation during the course (which typically lasted 8-10 days) and a more formal end-of-course evaluation based on the form that is presented below.

It should be noted that the information supplied by the participants in completing this form also provides a basis for a medium or long-term evaluation of the impact of the training. The form below is presented as an example – according to the situation, training course organizers need to decide on what they need to evaluate and the best way to do it.



**TRAINING OF TRAINERS COURSE ON  
'APPLICATION OF FOOD HYGIENE AND HACCP PRINCIPLES  
TO THE COFFEE CHAIN'**

**EVALUATION FORM**

*Your views and reactions to this event are welcome. We aim to improve the effectiveness of what we do by learning from the experience of each one. Please take a few minutes to complete this form.*

*[NB - Participants may be more comfortable to express themselves freely if their evaluation is anonymous. In this case, this first section and the signature at the end of the evaluation may be omitted]*

Name:

Designation:

Address:

Phone:

Fax:

Email:

**1. What were your (programme) goals in attending this event?**



**2. To what extent do you think each of these goals has been met?**

**3. What comments would you like to make, if any, about each of the following aspects of the event?**

TOPIC	RELEVANCE OF CONTENT	CLARITY OF PRESENTATION
a) Communication and training	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10
b) The international food safety framework	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10
c) Good Hygiene Practices	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10
d) HACCP Theory	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10
	RELEVANCE OF CONTENT	ORGANIZATION
e) Group Exercises	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10
f) Field Trips	0..1..2..3..4..5..6..7..8..9..10	0..1..2..3..4..5..6..7..8..9..10

*(Please tick between the numbers. Scores 8-10 = excellent; 6-8 Very good; 4-6 Good; 2-4 Satisfactory; <2 Poor)*

**4. How might aspects be changed or improved?**



**5. What action do you plan to take to follow up this event?**

**6. Any other suggestions?**

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Signature of the Participant  
[If applicable]

***Thank you for contributing to this evaluation***

