Training Evaluation Report

**Date:** [Date of Report]

**Prepared by:** [Your Name] **Department:** [Department Name] **Training Program:** [Name of the Training Program]

### 1. Introduction

Briefly describe the training, including its objectives, target audience, and importance to the organization’s goals.

### 2. Training Overview

#### 2.1 Training Details

* **Date(s) of Training:** [Training dates]
* **Location:** [Location of training]
* **Duration:** [Total duration of training]
* **Trainer(s):** [Names of trainers involved]

#### 2.2 Objectives of the Training

* List the specific objectives that the training aimed to achieve.

### 3. Methodology

Describe the methods used for evaluation, including surveys, questionnaires, interviews, observation, pre- and post-training tests, etc.

### 4. Participant Details

* **Number of Participants:** [Total number]
* **Departments Represented:** [List departments whose employees participated]
* **Levels of Participants:** [e.g., entry-level, mid-level, senior-level]

### 5. Evaluation Results

#### 5.1 Knowledge and Skills Enhancement

* **Pre-Training vs. Post-Training Performance:** Provide statistics or findings from assessments conducted before and after the training.
* **Participant Learning Outcomes:** Summarize what participants learned, based on evaluation data.

#### 5.2 Participant Feedback

* **Overall Satisfaction:** Summarize how satisfied participants were with the training.
* **Quality of Training Material:** Evaluate the quality and appropriateness of the training materials used.
* **Effectiveness of Trainers:** Assess the performance of the trainers from participant feedback.

### 6. Observations and Comments

* Provide any general observations made during the training, including engagement levels, interaction between participants and trainers, and any unforeseen issues.

### 7. Recommendations

Offer recommendations for future training sessions based on the evaluation findings, such as:

* **Improvements in Content:** Suggestions for enhancing the training content.
* **Training Methods:** Ideas for different instructional strategies or tools.
* **Logistics and Administration:** Changes to improve the organization and delivery of the training.

### 8. Conclusion

Sum up the effectiveness of the training program and its impact on the participants and the organization.

### 9. Appendices

* Include copies of evaluation forms, data charts, and other supplementary materials that support the findings of the report.