

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.