

Training Evaluation Form

Training Date: _____

Training Level: _____

Topic: _____

Instructor Name: _____

Session Time: _____

Instructions

The Training Evaluation Form is designed for the employee and/or manager to anonymously rate both the instructor and the materials presented during training. This survey lists the criteria and competencies against which you must rank the training session. [Company name] considers these performance factors to be critical to the success of training for our employees, training in the future, employee development, instructor selection and the furtherance of company goals. The criteria listed in this evaluation should accurately reflect the overall performance of the training session.

In each section, rate the training session according to the table below. Be sure to add comments, thoughts, and observations as these are important to the evaluation process. Once all data has been collected management will communicate openly with employees to address all possible concerns.

1	POOR – Consistently fails to meet expectations
2	BELOW AVERAGE – Occasionally fails to meet expectations
3	AVERAGE – Performs at a satisfactory level
4	ABOVE AVERAGE – Often exceeds expectations
5	EXCELLENT – Consistently exceeds expectations

Instructor	
Employees must judge the overall effectiveness of the instructor.	
1. The instructor was knowledgeable about the subject matter.	
2. The instructor was well prepared.	
3. The instructor's presentation style made the topic interesting.	
4. Overall, the instructor was effective.	
5. I would recommend the instructor.	
6. The instructor motivated, inspired and instilled knowledge.	
7. The instructor effectively imparted their knowledge.	
8. The instructor demonstrated trouble shooting skills and abilities.	

Content and Delivery	
Employees must judge the overall effectiveness of the training materials and delivery.	
1. Topic objectives were clearly defined.	
2. All defined topic objectives were met.	
3. Topic materials were relevant.	
4. Topic materials were accurate.	
5. Information was presented at an appropriate level.	
6. Topic discussions and student interactions were useful and productive.	
7. Overall quality and presentation of the topic.	

Comments**Please Provide Constructive Feedback Regarding the Training Session**

Instructors Performance

Additional Comments