

TRAINING EVALUATION

We are interested in developing the skills and abilities of our training plan and training staff. Please take a minute to rate your training so that we may improve our trainers and the training program.

Trainer _____ Name: _____

Department: _____

Bench/Area: _____

Date: _____

Rate the training and trainer from 1-5 for each of the following categories:

- 1= insufficient, did not meet needs, strongly disagree
- 2= needs improvement, needs partially met
- 3= adequate but could be improved, agree
- 4= good, needs met
- 5= excellent, exceeds expectations, strongly agree

Training Content Effectiveness	1	2	3	4	5	Comments
Length of the overall training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Time spent on each area of content was adequate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Learning objectives were met	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Level of instruction was appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Training manuals/materials were helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Training was effective in teaching skills to preform your job	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I feel comfortable to work on my own with minimal assistance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Training Evaluation

Effective Date:

Scope:

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Trainer Effectiveness	1	2	3	4	5	Comments
Information was presented in an understandable sequence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer was knowledgeable about content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer was prepared and ready to instruct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Explanations were clear and concise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer actively invited questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer offered alternative explanations to complex material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer set a good example as an employee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer communicated well with trainee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer exhibited patience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer used effective examples	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Trainer was successful at conveying the information to the trainee	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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Summary Comments

What, if anything, would you have improved on the training?

What other types of material do you feel should be made available to assist in the learning process?

Of all the trainer's skills and abilities, which is strongest?

Of all the trainer's skills and abilities, which is the weakest?

What is your overall feeling about the training program?
