

Post-Training Evaluation Form Example

A post-training evaluation form is crucial for gathering feedback on the effectiveness of a training program. It helps identify strengths, weaknesses, and areas for improvement.

Here's a sample post-training evaluation form with different question types to capture comprehensive feedback:

Participant Information

- Name:
- Department:
- Job Title:

Training Evaluation

Please rate the following on a scale of 1-5, where 1 = Strongly Disagree and 5 = Strongly Agree:

- The training objectives were clear and relevant to my job.
- The training materials were helpful and easy to understand.
- The trainer was knowledgeable and engaging.
- The training content was relevant to my daily work.
- The training provided valuable information and skills.
- The training was well-organized and paced.
- The training met my expectations.

Please answer the following questions:

- What did you like most about the training?
- What did you like least about the training?
- What specific skills or knowledge did you gain from the training?
- How will you apply what you learned in your job?
- What additional topics would you like to be covered in future training?
- Do you have any suggestions for improving the training?

Overall Evaluation

- Overall, how would you rate the training? (Excellent, Good, Fair, Poor)
- Would you recommend this training to a colleague? (Yes, No, Maybe)

Additional Questions (Optional):

- Please provide any additional comments or feedback: