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Description automatically generated with medium confidence**Employee Training Evaluation Form**

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| Thank you for attending [name of employee training program]. Your input is important to us, and we want to ensure your experience as a program participant was positive.  Your feedback is anonymous. Filling in the survey should take you a maximum of 5-10 minutes.  Your responses will help us identify areas that need improvement and provide a better experience for everyone. |

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| **[Name of employee training program]: Objectives and goals** |
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| **Training effectiveness rating (1 = Strongly disagree, 5 = Strongly agree)** | 1 | 2 | 3 | 4 | 5 |
| 1. The training objectives were clearly stated at the beginning of the session. |  |  |  |  |  |
| 2. The training content was comprehensive and covered all necessary topics. |  |  |  |  |  |
| 3. The trainer communicated the content effectively. |  |  |  |  |  |
| 4. I feel confident in applying the skills and knowledge gained from the training. |  |  |  |  |  |
| 5. I believe the skills learned will be beneficial for my future career goals. |  |  |  |  |  |

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| **Training components evaluation** | |
| **1. Which training methods did you find most effective (select all that apply)?** | |
|  | Online modules and lectures |
|  | Hands-on exercises |
|  | Case studies |
|  | Other, please specify: |

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| --- | --- | --- | --- |
| **2. What type of follow-up support would you find most helpful (select one)?** | | | |
|  | Mentoring | | |
|  | Online resources (e.g., articles, videos) | | |
|  | Access to a discussion forum | | |
|  | Other, please specify: | | |
| **3. How would you rate your knowledge or skill level (select one)?** | | | |
| Before the training | | After the training | |
|  | Beginner |  | Beginner |
|  | Intermediate |  | Intermediate |
|  | Advanced |  | Advanced |

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| **Participant feedback** |
| **1. Which aspects of the training content did you find most and least useful? Why?** |
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| **2. What did you like best about the trainer’s approach or delivery?** |
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| **3. What suggestions do you have for the trainer to improve future sessions?** |
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| **4. What was the most valuable takeaway from this training?** |
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| **5. In what ways do you think this training will help you achieve your career goals?** |
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