



TRAINING EVALUATION FORM



Training Attended: _____

Date: _____ Location: _____

Thank you for taking a moment to complete this evaluation of today's class. Your comments matter to us and will help us to better meet your needs in the future.

How did you learn about our training class? _____

If this was a live class, was the location easily accessible? Yes No

If this was a web-based class, were the instructions to access the class clear? Yes No

Please rate today's class by circling the number that describes your experience with each of the following:

The Instructor	Excellent	Good	Average	Fair	Poor
Clearly explained and met the course objectives	5	4	3	2	1
Was knowledgeable about the subject	5	4	3	2	1
Was prepared and organized for the class	5	4	3	2	1
Presented the material in a logical and helpful way	5	4	3	2	1
Encouraged questions and created a positive environment	5	4	3	2	1
The Course	Excellent	Good	Average	Fair	Poor
Content and organization were appropriate for the subject	5	4	3	2	1
Had effective hands-on activities to develop understanding	5	4	3	2	1
Imparted new skills that I will be able to use in the future	5	4	3	2	1
Handouts were appropriate and useful	5	4	3	2	1
The duration and pace of the class was appropriate	5	4	3	2	1
Overall workshop	Excellent	Good	Average	Fair	Poor
The physical environment was conducive to learning	5	4	3	2	1
The class met my expectations	5	4	3	2	1
I am satisfied with the training I received	5	4	3	2	1
I would recommend this class to others	5	4	3	2	1
I am interested in attending another training in the future	5	4	3	2	1

Additional comments or suggestions for improvement

Best time to attend training?

Morning Afternoon Evening Weekend Day(s) of the week _____

The contents of this evaluation reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the State of California or the Federal Highway Administration. This evaluation does not constitute a standard, specification, or regulation.

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