

TRAINING – INTERNAL EVALUATION FORM

MEMBERS

Annex C

Please spend a few moments to give us your views on this training session. Your feedback will be kept private and confidential and will only be used to help us improve the content and delivery of training. We may publicise the general findings of the feedback. Both positive and negative comments are welcome. *Thank you.*

YOUR NAME (optional):			
TRAINING COURSE:			
DATE:		TIME:	
TRAINER(s):			

Please circle the number which reflects your views of today's training session

The training did not meet the stated objectives	1	2	3	4	The training met the stated objectives
The training was not relevant to my role	1	2	3	4	The training will help me in my role
The training did not cover what I expected it to	1	2	3	4	The training covered what I expected it to
The training was not enjoyable	1	2	3	4	The training was enjoyable
The training was not well organised	1	2	3	4	The training was well organised
The trainer's knowledge was poor	1	2	3	4	The trainer's knowledge was good
Questions were not addressed	1	2	3	4	Questions were answered fully
Discussion was not encouraged	1	2	3	4	Discussion played an important part of the session
The techniques used (e.g. role-play, small group-work) were not effective	1	2	3	4	The techniques used (e.g. role-play, small group-work) were effective
The course notes/slides were not useful	1	2	3	4	The course notes/slides were very useful
The venue/room was not	1	2	3	4	The venue/room was

suitable

suitable

Was the training TOO SHORT ABOUT RIGHT TOO LONG?
(Please circle)

What was the most effective part of the session, and why?

What was the least effective part of the session, and why?

P.T.O.

How could the session have been more useful to you?

What do you intend to do as a result of this training?

What is your overall impression of the training? (Please circle)

POOR

AVERAGE GOOD

VERY GOOD

If you had to pass on 3 key learning points to other Members what would they be?

Who would you recommend attends this training?

Please return this form to Democratic Services Team Leader. Thank you.