

# Course Evaluation Form

## Delegate and Course Details

Name

Company

Course Date

Course Duration

Course Title

Instructor

Start/Finish Time

Training Venue

- Globaltech  
 Company

Please place a ✓ in the relevant box to mark your assessment.

## Objectives

- Were the course objectives achieved?  Yes  No
- Did you achieve your personal objectives?  Yes  No
- If not, were these objectives on your Personal Training Objectives Form?  Yes  No
- Would you like to attend any further training? If so, please provide details.  Yes  No

## Comments

Details:

## About Your Trainer

- Strongly Agree ← → Strongly Disagree
- Explanations were clear and understandable.
- The course was well presented and enjoyable.
- The trainer has solid product knowledge.
- Questions were answered completely and within context.
- The trainer was patient, readily available and willing to assist.
- The trainer appropriately engaged delegates in group discussion.
- The trainer made good use of available training resources.

## Comments

## About Your Course

- Strongly Agree ← → Strongly Disagree
- The content of the course was appropriate for the stated level.
- The course objectives were clear and followed appropriately.
- The course was appropriately structured and organised.
- The course was appropriately paced.
- The course content was relevant to my objectives.
- The course duration was appropriate for the amount of work covered.
- I feel confident in using this software.

## Comments

Too Fast or Too Slow?

Too Basic or Too Advanced?

Too Short or Too Long?

What three things would you do better, or change?

## Administration and Documentation

- Strongly Agree ← → Strongly
- The course administration was clear and done in a timely manner.
- The documentation provided is of a high quality and is easy to use.
- The documentation provided is appropriate for a course at this level.
- Would you prefer to receive paper or online format documentation?  Paper  Online

## Comments

Globaltech Solutions Training Admin or Internal Admin?

Or Not Applicable?