

Maryland Department of Budget and Management Training Evaluation Form

Course Title	Directors, Managers and Supervisor EEO Training	Date:
Facilitators:		

Course evaluations help us determine the quality of service we are providing. Your input is a key factor. Please take a few minutes to complete this training evaluation form. We encourage your comments.

Directions: Check the box that best represents your opinion.

Training Content & Design	Strongly Agree		Agree		Strongly Disagree
The training objectives were clearly defined and explained.					
Were the training objectives met?					
Did the training increase your knowledge and responsibility to EEO in the workplace?					

Training Delivery	Strongly Agree		Agree		Strongly Disagree
Did this training identify, explain, & demonstrate the importance of EEO in the workplace?					
Did the workshop activities enhance your understanding of EEO?					
Handouts and visual aids were organized, clear, and easy to read.					
Has this training provided you with knowledge, information, and skills that will make you a more effective supervisor/manager?					
Were the facilitators knowledgeable, prepared, and engaging?					

Training Value	Strongly Agree		Agree		Strongly Disagree
Do you believe the training was valuable and relevant to your daily responsibilities?					
How satisfied were you with the training?					

Training Materials	Strongly Agree		Agree		Strongly Disagree
Were you satisfied with the training materials?					
Were the brochures helpful and informative?					

How did the training change your attitude towards your EEO responsibilities?

To what extent did the content of the training correspond to your professional needs? What information obtained during the training will be most useful in your practical professional activities? How do you plan to implement it in your daily work?

What questions are still unanswered after completing this training? What additional information would you like to discuss? Do you think refresher training will be necessary? If so, approximately how soon?

What did you find most and least useful in this training? Please provide suggestions and/or comments.
