

[TRAINING TITLE]

EVALUATION FORM

Your feedback is important. Your reaction and comments will determine whether this training adequately prepared you to deliver [topic] as well as providing the facilitator(s) with a basis for improvement. Please take a few moments and complete the evaluation below. *For each of the statements below, circle the one most appropriate response.*

	Disagree			Agree	
	1	2	3	4	5
1. The information was presented in a clear and logical manner.	1	2	3	4	5
2. The exercises and examples used helped me to understand the concepts being taught.	1	2	3	4	5
3. The pace of the training was sufficient for me to learn the concepts presented.	1	2	3	4	5
4. Facilitator was well prepared and organized.	1	2	3	4	5
5. Facilitator was helpful and sensitive to participant's needs/questions.	1	2	3	4	5
6. The training tools will be useful in delivering the training.	1	2	3	4	5
7. I will be able to locate resources to help me with my role as a [topic] trainer.	1	2	3	4	5
8. I have enough information to prepare to deliver this training.	1	2	3	4	5
9. I will be able to [list specific skills relative to the training provided]	1	2	3	4	5
10. I will be able to [list specific skills relative to the training provided]	1	2	3	4	5
11. I will be able to [list specific skills relative to the training provided]	1	2	3	4	5
ADDITIONAL COMMENTS					
One or more things I liked about the seminar:					
One or more suggestions for improvement:					
Please provide any brief comments about the workshop that you are prepared to share for future marketing efforts:					

Name: (Optional) _____