	TRAINING EVALUATION FORM **HUMAN RESOURCE UNIT (2025/V1)**

NAME :

POST & GRADE :

DIVISION / UNIT :

TRAINING TITLE :

ORGANISER :

DATE :

VENUE :

Evaluation Criteria

Please rate each criterion using the following scale:

1 – Poor   :   Did not meet expectations; significant improvements are needed
2 – Fair   :   Had some strengths but many areas that require improvement
3 – Good   :   Met expectations, with a few strengths and some minor weaknesses
4 – Very Good   :   Exceeded expectations; well done with minor areas for improvement
5 – Excellent   :   It was outstanding; all aspects were exceptional and left a lasting positive impact

CRITERIA	RATING (1-5)	REMARKS
Content Relevance *Was the content applicable to your role?*		
Instructor Effectiveness *Did the trainer communicate effectively?*		
Knowledge of Subject Matter *Was the trainer knowledgeable about the topic?*		
Engagement Level *Were participants encouraged to engage?*		
Materials Provided *Were the training materials helpful and clear?*		

CRITERIA	RATING (1-5)	REMARKS
Pace of Training *Was the pace appropriate for the content?*		
Facilities/Location *Was the training environment conducive to learning?*		
Duration of Training *Was the training duration adequate?*		
Overall Satisfaction *How satisfied are you with the overall training experience?*		

Additional Comments:

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Suggestions for Improvement:

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_____

Impact Assessment

1. What is one key takeaway from this training session?

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2. How do you plan to implement what you learned in this session into your current role?

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3. Would you recommend this training to others? (Yes/No) Why or why not?

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4. Future training topics: What topics would you like to see in the upcoming in-house training sessions?

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