GRADE SHEET

COMPANY NAME

|  |  |
| --- | --- |
| Project Title: |  |
| Project Number: |  |
| Project Owner: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name: | | Course Title: | | | |
| Trainer: | | Training Company: | | | |
| **Instructor:** | **Excellent** | **Very Good** | **Good** | **Fair** | **Poor** |
| 1. Knowledge of Subject Matters |  |  |  |  |  |
| 2. Listening Skills |  |  |  |  |  |
| 3. Presentation Skills/ Delivery |  |  |  |  |  |
| 4. Overall Instructor Ratings |  |  |  |  |  |
| 5. Topics Covered in too much details |  |  |  |  |  |
| **Course Content:** |  |  |  |  |  |
| 1. Did course achieved its Objectives |  |  |  |  |  |
| 2. Exercises |  |  |  |  |  |
| 3. Use of Class time |  |  |  |  |  |
| 4. Overall Instructor Ratings |  |  |  |  |  |
| **Materials:** |  |  |  |  |  |
| 1. Overall quality of material course |  |  |  |  |  |
| 2. Potential Value as future reference material |  |  |  |  |  |
| 3. Value of Presentation |  |  |  |  |  |
| 4. Flow/ Structure of information |  |  |  |  |  |
| Comments |  | | | | |
| Remarks |  | | | | |
| Note |  | | | | |