**ACADEMY TRAINING EVALUATION FORM**

**(We value your feedback. Please complete this form and return to your trainer)**

|  |  |
| --- | --- |
| **Name:** | **Department:** |

|  |
| --- |
| **Name of training programme/ course:** |
| **Trainer/s:** |
| **Training objectives – what I hope to learn (please complete)** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Administration** | | | | | |
|  | **Strongly agree** | **Agree** | **No opinion** | **Disagree** | **Disagree strongly** |
| **Course booking was simple and straight forward** |  |  |  |  |  |
| **Course administrator was polite and helpful** |  |  |  |  |  |
| **The course administration was accurate and efficient** |  |  |  |  |  |
| **Did the workbook/pre course material arrive in good time (if applicable)** |  |  |  |  |  |
| **Additional comments:** | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course Teaching** | | | | | |
|  | **Strongly agree** | **Agree** | **No opinion** | **Disagree** | **Disagree strongly** |
| **The trainer/s was well prepared** |  |  |  |  |  |
| **The trainer/s was knowledgeable**  **about the subject** |  |  |  |  |  |
| **The trainer effectively presented the material** |  |  |  |  |  |
| **The trainer provided answers to my questions** |  |  |  |  |  |
| **The trainer taught me useful**  **techniques and skills** |  |  |  |  |  |
| **The training was appropriate and relevant, and will help me with my job** |  |  |  |  |  |
| **The trainer was approachable and friendly** |  |  |  |  |  |
| **Additional comments:** | | | | | |

|  |
| --- |
| **After the training** |
| **Which learning objectives were met?** |
| **What will you do/have you done differently as a result of the training activity/event?** |
| **What did you like about the training event/activity?** |
| **What could be improved?** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Excellent** | **Good** | **Satisfactory** | **Poor** |
| **Overall Evaluation of this programme/course** |  |  |  |  |