



EVALUATION FORM

Instruction: Please put a check mark under the column that represents your rating for each item based on the scale given below.

S- Satisfied **D-** Dissatisfied

QUESTIONS	S	D
I. OBJECTIVE		
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>
2. Based on the identified objectives, your expectations were achieved.	<input type="radio"/>	<input type="radio"/>
3. The Topics covered in the training were	<input type="radio"/>	<input type="radio"/>
A. Relevant	<input type="radio"/>	<input type="radio"/>
B. Properly Explained	<input type="radio"/>	<input type="radio"/>
C. Given sufficient time.	<input type="radio"/>	<input type="radio"/>
D. Easy to understand.	<input type="radio"/>	<input type="radio"/>
E. Useful in my work.	<input type="radio"/>	<input type="radio"/>
F. Just right in the schedule of the training.	<input type="radio"/>	<input type="radio"/>

II. METHODOLOGY		
Adequate time was allocated for	<input type="radio"/>	<input type="radio"/>
A. Each topic	<input type="radio"/>	<input type="radio"/>
B. Answering questions from attendees	<input type="radio"/>	<input type="radio"/>
C. Workshop, if any	<input type="radio"/>	<input type="radio"/>

III. MATERIALS		
1. The slide presentations used were supportive of the topic	<input type="radio"/>	<input type="radio"/>
2. The slide presentations used were properly sequenced.	<input type="radio"/>	<input type="radio"/>
3. The materials handed out are relevant and helpful.	<input type="radio"/>	<input type="radio"/>

IV. FACILITIES		
1. The facilities used for the training are just right.	<input type="radio"/>	<input type="radio"/>
2. The venue is conducive for the training.	<input type="radio"/>	<input type="radio"/>
3. The equipment and tools used for the training worked well.	<input type="radio"/>	<input type="radio"/>
4. The refreshment/snacks provided were adequate and of quality.	<input type="radio"/>	<input type="radio"/>
5. The meals (lunch/dinner) are adequate and of quality.	<input type="radio"/>	<input type="radio"/>



V. INSTRUCTOR / FACILITATOR

1. The instructor was able to explain concepts clearly.	<input type="radio"/>	<input type="radio"/>
2. The instructor was well prepared and organized.	<input type="radio"/>	<input type="radio"/>
3. The instructor provides a stimulating atmosphere that encouraged discussion.	<input type="radio"/>	<input type="radio"/>
4. The instructor was able to answer questions clearly and completely.	<input type="radio"/>	<input type="radio"/>
5. The instructor was respectful of the explanations, views and ideas of the attendees.	<input type="radio"/>	<input type="radio"/>
6. The instructor projects an image of authority.	<input type="radio"/>	<input type="radio"/>

VI. OVERALL ASSESSMENT

1. The objectives of the training / workshop were achieved.	<input type="radio"/>	<input type="radio"/>
2. I am satisfied with what I have learned from the training.	<input type="radio"/>	<input type="radio"/>
3. I am satisfied with the overall conduct of the training / workshop.	<input type="radio"/>	<input type="radio"/>
4. I will recommend to my colleagues the same topic that was covered by the training / workshop.	<input type="radio"/>	<input type="radio"/>
5. The instructor was respectful of the explanations, views and ideas of the attendees.	<input type="radio"/>	<input type="radio"/>
6. The instructor projects an image of authority.	<input type="radio"/>	<input type="radio"/>

VII. What other trainings will you be interested to join in the future.

--

VIII. How did you get the information regarding this training?	Through
Fax Transmittal	<input type="checkbox"/>
Email	<input type="checkbox"/>
Internet	<input type="checkbox"/>
Snail Mail	<input type="checkbox"/>
Newspaper	<input type="checkbox"/>
Others (Pls. Specify):	



IX. Who paid for your training expenses?

Yourself	<input type="checkbox"/>
Company / Employer	<input type="checkbox"/>
Some assistance from the employer/company?	<input type="checkbox"/>
Others (Pls. Specify):	

X. Comments / Suggestions / Feedback

--

Processed By:

CARLOS N. FORTEZA

Deputy Team Leader, Training and Events

Noted By:

DR. JAIME D.L. CARO

Asst. Vice President for Development
Director, UP ITDC