



TRAINING EVALUATION FORM

This questionnaire is intended to assess the effectiveness of the training that you have attended. A complete Training Evaluation Form should be forwarded to the Group Human Capital Division not later than 7 days from the date of completion of the training.

Name : _____ Company/Dept. : _____
 Designation : _____ Date of Training : _____
 Training Title : _____
 Trainer : _____
 Venue : _____

Evaluation Reference: -

Rujukan Penilaian:-

(5) Excellent	(4) Good	(3) Satisfactory	(2) Poor	(1) Very Poor
Cemerlang	Bagus	Memuaskan	Lemah	Sangat Lemah

Module(s) / Modul

1. Course objective achieved. *Objektif kursus tercapai.*
2. Organization of topics. *Susunan topik.*
3. Scope of coverage. *Skop liputan.*
4. Relevancy to career. *Kaitan kursus dengan kerjaya.*
5. Practical exercises & tasks. *Latihan amali dan contoh.*

Comments (if any)

Komen (Jika ada)

Please circle your feedback

Sila bulatkan maklum balas anda

5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1

Speaker Assessment / Penilaian Jurulatih

1. Knowledge on the subject. *Pengetahuan ke atas subjek.*
2. Presentation skills. *Kemahiran penyampaian.*
3. Interactive with participant. *Interaksi dengan peserta.*
4. Adequacy of time to cover topic. *Masa yang mencukupi untuk topik.*
5. Handling question & answers. *Sessi soal & jawab yang baik.*

Comments (if any)

Komen (Jika ada)

Please circle your feedback

Sila bulatkan maklum balas anda

5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1

Venue / Facilities Tempat / Kemudahan

1. Suitability of venue. *Kesesuaian tempat latihan.*
2. Sitting arrangement. *Susunan kedudukan.*
3. Food & refreshments. *Penyediaan makanan ketika latihan.*
4. Use of teaching aids. *Penggunaan alat bantuan mengajar.*
5. Training material. *Bahan rujukan untuk latihan.*

Comments (if any)

Komen (Jika ada)

Please circle your feedback

Sila bulatkan maklum balas anda

5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1

Perceived Impact / Keberkesanan Kursus

1. Knowledge or skills increased after attending the training.
Pengetahuan serta kemahiran bertambah selepas menjalani kursus.
2. Knowledge and/or skills are applicable to nature of job.
Pengetahuan dan kemahiran diperolehi bersesuaian bidang kerja.

Comments (if any)

Komen (Jika ada)

Please circle your feedback

Sila bulatkan maklum balas anda

5	4	3	2	1
5	4	3	2	1

Evaluated by:

Dinilai oleh:

(Training Participant)
Peserta latihan

Name. Nama :

Date. Tarikh :