

This questionnaire is intended to assess the understanding of new staff on topics covered during Induction Training & Department Procedural Training. Please mark (ν) in approxiate box for program evaluation.

Name :	_				
Designation :	_ Compan	Company/Dept : Date of Training :			
Date Joined :					
Date Joined :	_ Date of	Hallillig	•		
Evaluation Reference : (4) Excellent (3) Good (2) Fair		(1) Pooi 4	3	2	1
1. Induction training is given adequate importance in your compan	y?				<u>, </u>
2. Induction Training provides an excellent opportunity for newcord learn comprehensively about the organisation.	ners to				
3. Peers and subordinates takes interest and spends time with the during induction training?	new staff				
4. The norms and values of the company are clearly explained to the employees during induction?	ne new				
5. Induction training is well-planned and sufficient time duration for topic discussed?	or each				
Overall Comments (if any)					
Venue/Facilities					
1. Suitability of venue					
2. Use of teaching aids					
3. Training Materials					
TOPIC: CORPORATE PROFILE & INTRODUCTION TO MTD GROUP					
Trainer : Departm	ent <u>:</u>				_
Module(s) Modul					
1. Program objective achieved					
2. Organization of topics					
3. Scope of coverage					
Speaker Assessment Penilaian Jurulatih					
1. Knowledge on the subject					
2. Presentation skill					
3. Interaction with participant					
4. Adequacy of time to cover topic					
5.Good Q & A Session					
Comments (if Any)				_	

TOPIC:	ADMINISTRATION					
Trainer	<u>:</u>	Department :				
Module(s) N				T		
_	objective achieved					
2. Organizat						
3. Scope of o		<u> </u>				
-	essment Penilaian Ju e on the subject	ulatih				
2. Presentat	ion skill					
3. Interactio	n with participant					
4. Adequacy	of time to cover topic					
5.Good Q &	A Session					
Comments (if Any)			=.		
				-		
TOPIC :	IT & TECHNICAL SUP	PORT				
Trainer	:	Department :				
Module(s) N	/lodul					
1. Program o	objective achieved					
2. Organizat	ion of topics					
3. Scope of o	coverage					
-	essment Penilaian Ju e on the subject	ulatih				
2. Presentat	ion skill					
3. Interactio	n with participant					
4. Adequacy	of time to cover topic					
5.Good Q &	A Session					
Comments (if Any)					
				=		
TOPIC :	QUALITY & TECHNIC	AL AUDIT				
Trainer	:	Department :				
Module(s) N	Modul objective achieved					
2. Organizat		<u></u>				
3. Scope of o						
	essment Penilaian Ju	ulatih				
-	e on the subject					
2. Presentat	ion skill					
3. Interactio	n with participant					
4. Adequacy	of time to cover topic					
5.Good Q &	A Session					
Comments (if Any)						
				Page	2/4	
				GHCD/TDI	PM/F03-Rev.3(2019)	

TOPIC:	SAFETY & HEALTH MANAGEMENT					
Trainer	<u>:</u>	Department <u>:</u>				
Module(s) N	lodul					
	objective achieved					
2. Organizati						
3. Scope of c						
	essment Penilaian Jurulatih					
	e on the subject					
2. Presentati	on skill					
3. Interaction	n with participant					
4. Adequacy	of time to cover topic					
5.Good Q & .	A Session					
Comments (i	f Any)		•	•	•	•
TOPIC : SECU	JRITY					
Trainer	:	Department :				
Module(s) N						•
	objective achieved					
2. Organizati	on of topics					
3. Scope of c	overage					
		•				
	essment Penilaian Jurulatih e on the subject					
_						
2. Presentati						
	n with participant					
	of time to cover topic					
5.Good Q & .	A Session					
Comments (i	f Any)				:	
					•	

A. HCD-Industrial Relations Trainer :				
Module(s) Modul				
1. Program objective achieved				
2. Organization of topics				
3. Scope of coverage				
Speaker Assessment Penilaian Jurulatih 1. Knowledge on the subject				I
2. Presentation skill				Ī
3. Interaction with participant				Ī
4. Adequacy of time to cover topic				
5.Good Q & A Session				
Comments (if Any)			-	
B.HCD- Compensation & Benefits Trainer :				
Module(s) Modul				
1. Program objective achieved				
2. Organization of topics				
3. Scope of coverage				
Speaker Assessment Penilaian Jurulatih 1. Knowledge on the subject				
2. Presentation skill				
3. Interaction with participant				Ī
4. Adequacy of time to cover topic		·	·	i I
5.Good Q & A Session		Ì	Ì	<u> </u>
Comments (if Any)				
	 		=	
Evaluated By :				
Name : Date :				