

# Training Course Evaluation Form

KLARITI.COM

Project Title:

Project Number:

Document Owner:

## Training Course Evaluation Form

|   |                  |                   |             |             |             |
|---|------------------|-------------------|-------------|-------------|-------------|
| Employee Name:                                  |                  | Course Title:     |             |             |             |
| Trainer:  |                  | Training Company: |             |             |             |
| <b>Instructor:</b>                              | <b>Excellent</b> | <b>Very Good</b>  | <b>Good</b> | <b>Fair</b> | <b>Poor</b> |
| 1. Knowledge of subject matter                  |                  |                   |             |             |             |
| 2. Listening skills                             |                  |                   |             |             |             |
| 3. Presentation skills/delivery                 |                  |                   |             |             |             |
| 4. Overall instructor rating                    |                  |                   |             |             |             |
| 5. Topics covered in too much detail            |                  |                   |             |             |             |
| <b>Course Content:</b>                          | <b>Excellent</b> | <b>Very Good</b>  | <b>Good</b> | <b>Fair</b> | <b>Poor</b> |
| 1. Did course achieved its objectives           |                  |                   |             |             |             |
| 2. Exercises                                    |                  |                   |             |             |             |
| 3. Use of class time                            |                  |                   |             |             |             |
| 4. Overall instructor rating                    |                  |                   |             |             |             |
| <b>Materials:</b>                               | <b>Excellent</b> | <b>Very Good</b>  | <b>Good</b> | <b>Fair</b> | <b>Poor</b> |
| 1. Overall quality of course materials          |                  |                   |             |             |             |
| 2. Potential value as future reference material |                  |                   |             |             |             |
| 3. Value of presentation materials              |                  |                   |             |             |             |
| 4. Flow / structure of information              |                  |                   |             |             |             |