**Training Evaluation Sheet**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** | **J** | **K** |
| **1** | **Training Evaluation & Feedback** |   |   |   |   |   |   |   | **course title & date**  ……………………………………………………………… |
| **2** |   |   |   |   |   |   |   |   |   |   |   |
| **3** |   |   | **a lot** |   | **some** |   | **a little** |   | **none** |   | **specific highlights and/or suggested improvements?** |
| **4** |   |   |   |   |   |   |   |   |   |   |   |
| **5** | **Enjoyment:** Did I enjoy the course? |   |  |   |  |   |  |   |  |   |   |
| **6** |   |   |   |   |   |   |   |   |   |   |   |
| **7** | **New knowledge and ideas:** Did I learn what I needed to, and did I get some new ideas? |   |  |   |  |   |  |   |  |   |   |
| **8** |   |   |   |   |   |   |   |   |   |   |   |
| **9** | **Applying the learning:** Will I use the information and ideas? |   |  |   |  |   |  |   |  |   |   |
| **10** |   |   |   |   |   |   |   |   |   |   |   |
| **11** | **Effect on results:** Do I think that the ideas and information will improve my effectiveness and my results? |   |  |   |  |   |  |   |  |   |   |
| **12** |   |   |   |   |   |   |   |   |   |   |   |
| **13** | **Any other comments?** |   |   |   |   |   |   |   |   |   |   |
| **14** | **Name**………………………………………… |   |   |   |   |   |   |   |   |   | © Alan Chapman. A free resource from www.businessballs.com. Not to be sold or published. |