



Course Evaluation Questionnaire Template-1

Please tell us what you think of the training provided. Your opinions, favourable or otherwise, genuinely count as all replies are collated into a report submitted to the L&D Manager. The findings are reviewed, and improvements made accordingly.

Please complete this short questionnaire.

Course Title..... Date.....

Please circle the number you think most appropriate using the rating below-

PART 1

GENERAL	Excellent	Good	Poor	Very Poor
Comfort and pleasantness of the facilities in the training room	4	3	2	1
Efficiency and informatively of the pre-course administration	4	3	2	1
Friendliness and approachability in the welcome to the course	4	3	2	1
Frequency and availability of refreshment breaks	4	3	2	1
Overall, how would you rate the general administration of the course?	4	3	2	1

COURSE CONTENT	Excellent	Good	Poor	Very Poor
Usefulness of the course content	4	3	2	1
Amount of learning absorbed during the course	4	3	2	1

TRAINER EFFECTIVENESS	Excellent	Good	Poor	Very Poor
Clarity and ease of understanding of the explanations	4	3	2	1
Response of the Trainer(s) to the delegate's needs	4	3	2	1
Help offered by the Trainer(s) in resolving problems and misunderstandings	4	3	2	1
Knowledge of the subject in hand displayed by the trainer(s)	4	3	2	1
Variety and interest experienced from the training techniques used	4	3	2	1
Agreement and adherence to a structure by the Trainer(s)	4	3	2	1
Overall, how would you rate the effectiveness of the Trainer(s)?	4	3	2	1

PART 2

Which session(s) were most useful and why?

Which session(s) would you expand, omit, or change, and why?

Thank you for completing this questionnaire it will help us to improve our service to you. If you would like to discuss any aspects of this course or feedback you provided please email xxx or call XXX