Training-Assessment Templates

SELF-REFLECTION | END-OF-DAY | END-OF-TRAINING | 30-DAY

Lea Susan Engle http://leasusan.com



Post-training self-reflection exercise

Class taught:

Date:

Location:

Number of Participants:

- 1. What worked well?
- 2. What did not work well? Do you know why?
- 3. Were there any technology problems? (problems with computers, software, data sets, projector, microphones, Skype, etc.)
- 4. What questions did students ask?
- 5. Were you able to answer all of the students' questions? If not, find the answers.
- 6. How confident did you feel today?
- 7. What would you do differently next time?





Daily Survey

Instructor:

Date:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
I could hear the instructor.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
I could understand the instructor.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
I could see and read the presentation slides.	\bigcirc	0	0	0	0
I found the handout useful.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
The instructor was able to answer students' questions.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc

What was the most interesting thing you learned today?

What topic(s) are still unclear?

Do you have any questions or for the instructor?

What could the instructor do to make the training better?





End-of-Training Survey

Instructor:

Date:

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
The instructor was knowledgeable on the subject matter.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
The instructor was able to clearly explain concepts.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
The instructor was able to completely answer questions.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
The instructor held my attention.	0	0	0	0	\bigcirc

Was the training content:

Too Much

Just Right

Too Little

Was the training pace:

Too Fast

Just Right

Too Slow

What specifically did the instructor do well?







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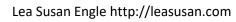
What recommendations do you have for the instructor to improve?

Was the training appropriate for your level of experience? If no, please explain.

What topics (if any) are still unclear?

What did you like most about the training?







30-Day Post-Training Survey

Instructor:

Date:

	Strongly	Disagree	Neither	Agree	Strongly
	Disagree		Agree		Agree
			Nor		
			Disagree		
The material I learned in training has been	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
useful in my job.	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
I'm feel confident using the information I	\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc
learned in the training.	\bigcirc)	\bigcirc	\bigcirc

What information that you learned in the training has proven most useful?

What materials and services have you used since the training? (check all that apply)

Recording of Training	Contacted Instructor	
Instructional Videos	Built-in User Manual	
Phone Support	Other:	
Email Support		

Looking back, what could the instructor have done to make the training more useful?

