

# Training-Assessment Templates

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

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## 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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I could understand the instructor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I could see and read the presentation slides.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I found the handout useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was able to answer students' questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was able to clearly explain concepts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was able to completely answer questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor held my attention.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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?

OVER 



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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?



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## 30-Day Post-Training Survey

Instructor:

Date:

	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
The material I learned in training has been useful in my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I'm feel confident using the information I learned in the training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	<input type="checkbox"/>		Contacted Instructor	<input type="checkbox"/>
Instructional Videos	<input type="checkbox"/>		Built-in User Manual	<input type="checkbox"/>
Phone Support	<input type="checkbox"/>		Other:	<input type="checkbox"/>
Email Support	<input type="checkbox"/>			<input type="checkbox"/>

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

