

Training Declaration

Commitment to self

I herewith declare that I have participated fully during the workshop and that I have had all my questions answered.	
If I have any further questions I will interact with Staff Training and/or my management in any and all ways provided to me.	
I will to the best of my ability implement what I have learnt during the course of this workshop and undertake to put this plan in place.	
I undertake to ask for assistance with this plan from colleagues and management where necessary.	
I undertake to measure my progress as recommended or in a similar way.	
I undertake this declaration of my own free will	
I undertake to measure my progress again on _____	
I undertake to measure my progress again on _____	
I undertake to measure my progress again on _____	

Signed today, the _____ day of _____ 20__ at _____.

Signed _____



Evaluation For Your Company's Records

TRAINING COURSE EVALUATION FORM

Course Name	
Facilitator(s)	
Date	

Thank you for attending and participating in this course. It is really important to us that you get maximum value out of every training course. Please tell us below what you honestly think of the course so that we can make a difference (if it is needed).

Please hand this form to your management or skills development facilitator.

Your reaction to the course (tick your answer):						
Was the course well organised?	Terrible	Poor	Average	Good	Excellent	N/a
Were the course outcomes achieved?	Not achieved	Some achieved	Achieved	Strongly achieved	More than achieved	N/a
Overall, will what you learned on the course be useful in your work?	Very much so	Some of it	Mostly useful	Very useful	Really very useful	N/a
My opinion of the course sequence	Not at all logical	Mostly poorly ordered	More or less fine	Mostly logical	Really very logical	N/a
The pace of the course was:	Much too fast	A little too fast	Just right	A little slow	Too slow	N/a
I am satisfied with what I gained from this course	Totally satisfied	Mostly satisfied	Satisfied	Mostly not satisfied	Not satisfied	N/a
I would recommend this course to others	Yes	No	Perhaps if...			
This course is a good investment for staff training	Great	Above average	Okay	Not so great	Bad	N/a
What improvements or additions are needed to the course (if any)?						
The course facilitator/ trainer (tick your answer):						
How did you find the course facilitator's teaching/training style?	Excellent	Good	Average	Not good	Poor	N/a
Did the trainer explain difficult words?	Always	Mostly always	Mostly	Mostly never	Never	N/a
Did the trainer know what s/he was talking about?	Strongly agree	Agree	Usually	Disagree	Strongly disagree	N/a
Did the trainer control the group?	Just right	A little bit more needed	Okay	A little less needed	Too much	N/a
How did you find training course materials?	Easy to use	Useable	User-friendly	Very useable	Really very useable	N/a
Any other comments as regard the course facilitator/ trainer?						



The Venue and Support Staff (tick your answer)						
Was the venue to your satisfaction?	Excellent	Good	Average	Not good	Poor	N/a
Were the teas and meals to your satisfaction?	Excellent	Good	Average	Not good	Poor	N/a
Were you visited by a training coordinator or member of staff while training?	Yes		Not sure		No	N/a
Rate the customer service of the staff that coordinated your attendance of the course	Excellent	Good	Average	Not good	Poor	N/a
Any other comments regarding the venue and/or support staff?						

The Way Forward:			
Will you be able to use the skills and knowledge in your job?	Yes	No	Unsure
If yes, how? If not or unsure, what is the problem?			
What are you going to do to ensure your supervisor/manager sees a difference as a result of this course?			

Any Other Comments?

Your overall rating for the training course:	Extremely useful	Very useful	Useful	Not useful
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