NOTE: This is a very detailed evaluation. We usually try to “reduce” the number of questions to the absolute minimum.

# Evaluation

Course:

Learning Provider:

Date:

Instructor:

# Default Demographics

Tenure

mA) Less than 6 months

mB) 6 months to 1 year

mC) 1 to 3 years

mD) 4 to 5 years

mE) 6 to 10 years

mF) 11 to 20 years

mG) 21 or more years

Level

mA) VP or above

mB) Director

mC) Manager/Supervisor (Leader that manages others)

mD) Exempt/Individual Contributor (does not manage others)

mE) Non-Exempt

Gender

mFemale

mMale

Business Unit

mCommunication & Investor Relations

mCustomer Service

mEnterprise Systems

mFinance

mGlobal Supply Chain

mHR

mInternational

mLegal / Corp Facilities

mSales

mStrategy

# Instructor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1) The instructor was knowledgeable about the subject. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2) The instructor's energy and enthusiasm kept the participants actively engaged. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

# Online Delivery

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 3) The online delivery had the right level of user interaction or involvement. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 4) This delivery method was an effective way for me to learn the material. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

# Course Content

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 5) The scope of the material was appropriate to my needs. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 6) The examples presented helped me understand the content. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

# Learning Effectiveness

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 7) I learned new knowledge and skills from this training. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

# Job Impact

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8) I will be able to apply the knowledge and skills learned in this class to my job. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 9) This training aligns with the business priorities and goals identified by my organization. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

10) How much of your total work time requires the knowledge and skills learned in this training?

m0% m10% m20% m30% m40% m50% m60% m70% m80% m90% m100%

11) How critical are the knowledge and skills you learned in this training to your success on the job (0% = not at all, 100% = extremely critical)?

m 0% m 10% m 20% m 30% m 40% m 50% m 60% m 70% m 80% m 90% m 100%

12) How much of this training do you plan to use on your job?

m 0% m 10% m 20% m 30% m 40% m 50% m 60% m 70% m 80% m 90% m 100%

# Business Results

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 13) This training will improve my job performance. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

14) Estimate how much you expect your job performance related to the course subject matter to improve in the next 12 months. Include in your estimate any performance improvements due to this training, as well as all other factors like on-the job experience, incentives, and process improvements. (For example, if you feel that you can improve your performance by 20% in the next 12 months based on this training plus all other factors, enter 20% here).

m 0% m 10% m 20% m 30% m 40% m 50% m 60% m 70% m 80% m 90% m 100%

15) Based on your response to the prior question, how much of the improvement will be a direct result of this training, as opposed to other factors? (For example, if you indicated a 20% performance improvement above, and feel that 70% of it is attributable to this training, enter 70% here. If no other factors will influence your performance over the next 12 months, enter 100% here).

m 0% m 10% m 20% m 30% m 40% m 50% m 60% m 70% m 80% m 90% m 100%

16) This training will have a significant impact on: (check all that apply)

|  |  |  |
| --- | --- | --- |
| m increasing quality | m increasing productivity | m increasing team member satisfaction |
| m decreasing costs | m increasing sales | m increasing customer satisfaction |
| m decreasing cycle time | m decreasing risk |  |

# Support

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 17) The participant materials (manual, presentation handouts, job aids, etc.) will be useful on the job. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 18) My manager and I set expectations for this learning prior to attending this training. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 19) After training, my manager and I will discuss how I will use the learning on my job. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 20) I will be provided adequate resources (time, money, equipment) to successfully apply this training on my job. | **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **7**m |

# Return on Investment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21) This training was a worthwhile investment in my career development. | **Strongly Disagree** **1**m | **2**m | **3**m | **4**m | **5**m | **6**m | **Strongly Agree** **7**m |

What about this class was most useful to you?

The additional training materials.

What about this class was least useful to you?

Everything was great!

How can we improve the training to make it more relevant to your job?

Provide more time for demonstrations and activities.

If you feel you will be successful in applying this learning please provide a few tangible examples of how you will apply it.

I understand what the expectations are and will follow the new guidelines for performing my job.