

# Training Programme Evaluation Template

Name of Training Intervention: \_\_\_\_\_

Rate the following questions using this rating scale as a guideline

(1)	(2)	(3)	(4)
Disagree	Slightly Disagree	Slightly Agree	Agree

Instructional Design					
1.	The learning outcomes is relevant to the knowledge/skill requirements of the job	(1)	(2)	(3)	(4)
Other comments:					
2.	The content is adequate {Content is expected to be minimalist and should not overload learners}	(1)	(2)	(3)	(4)
Other comments:					
3.	The material is properly sequenced {Arranged in a manner that is logical and easy to understand}	(1)	(2)	(3)	(4)
Other comments:					

4.	The knowledge and skill check activities adequately assess if learners can exhibit the required skills and possess the needed knowledge	(1)	(2)	(3)	(4)
Other comments:					
5.	The activities offer learners' an opportunity to acquire and practice required knowledge and skills	(1)	(2)	(3)	(4)
Other comments:					
6.	Additional activities are needed	(1)	(2)	(3)	(4)
If your response is "Agree" or "Slightly Agree" please list them					
7.	The learning and performance aids support the achievement of the learning outcomes	(1)	(2)	(3)	(4)
Other comments:					

8.	The aids can be simplified to reduce cognitive load	(1)	(2)	(3)	(4)
Other comments					
9.	The performance or learning aids are suitable and adequate	(1)	(2)	(3)	(4)
Other comments					
10.	The duration allotted for each module is adequate	(1)	(2)	(3)	(4)
Other comments					
11.	The choice of media is suitable	(1)	(2)	(3)	(4)
Other comments					

## Pre-Course Considerations

1.	This training intervention is necessary	(1)	(2)	(3)	(4)
Other comments					
2.	This training programme supports the organisational goals and objectives	(1)	(2)	(3)	(4)
Other comments					
3.	Supervisors and managers are ready to provide support by creating an enabling environment for learners to transfer learning to the workplace	(1)	(2)	(3)	(4)
Other comments					
4.	The training programme description is accurate	(1)	(2)	(3)	(4)
Other comments					

5.	The content is suitable for the identified target audience	(1)	(2)	(3)	(4)
Other comments					

### Teaching Techniques

1.	The training methodologies are engaging and builds learners rapport	(1)	(2)	(3)	(4)
Other comments					
2.	The learning outcomes were adequately explained and reinforced throughout the training process	(1)	(2)	(3)	(4)
Other comments					
3.	The training design and delivery encouraged interactions among learners and between learners and facilitator?	(1)	(2)	(3)	(4)
Other comments					

4.	Respect for the learners was maintained throughout the training programme	(1)	(2)	(3)	(4)
Other comments					

**Post Course Consideration**

1.	The content is suitable for the identified target audience	(1)	(2)	(3)	(4)
Other comments					
2.	The learners were adequately prepared during the training programme to immediately put their newly acquired skills and knowledge to use when they return to the workplace	(1)	(2)	(3)	(4)
If not, what needs to be in place to ensure they do not forget their newly acquired skills?					

6.	Majority of employees can acquire the required skills and knowledge without taking the course	(1)	(2)	(3)	(4)
If you indicated "Agree" or "Slightly Agree" please state how?					
7.	I would recommend this training to others	(1)	(2)	(3)	(4)
Other comments					
If you know other existing training interventions that can be linked to this one to build its effectiveness, please list them below					
Other comments					