**Feedback Form**

|  |
| --- |
| Training Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please rate the following statements from 1 to 4, where 1 means you totally disagree and 4 means you totally agree.

|  |  |  |
| --- | --- | --- |
| **OBJECTIVES** | **SCORE** | **Comments** |
| My personal objectives were met. |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainings objectives were met |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| **TRAINER** | **SCORE** | **Comments** |
| The trainer had a good performance |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainer was very well prepared |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainer explanations were satisfactory |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainer was impartial |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainer created a positive atmosphere |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The trainer demonstrated good communication skills |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| **TRAINING SESSION** | **SCORE** | **Comments** |
| There was to much information  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| There was to little information |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| There was enough information |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| There was to much interactivity |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| There was to little interactivity |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| There was enough interactivity |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The information was well structured |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The information was new |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The information was useful |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| **LOGISTICS** | **SCORE** | **Comments** |
| The location was appropriate |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| The timetable was appropriate  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| Coffee and lunch breaks were appropriately timed |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |

 |  |
| **Overall:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |

 |  |