**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** | |  |