

PRE - COURSE EVALUATION

(Course Title & Date)

Name: (Cllr Name)

Why do you want to attend this course?	
Which part of the training course do you think will be particularly valuable??	
How will the skills you learn benefit you in your role?	
What do you hope to do differently when you have completed this course?	
How would you rate your level of knowledge/skill/ability on a scale of 1 to 5, 5 being very good before you attend this course?	

POST- COURSE EVALUATION

(Course Title & Date – this to be completed as soon as possible after the course is completed)

Name: (Cllr Name)

Before the session you stated the following:

Why do you want to attend this course?	<i>NB – on the post evaluation feedback this section will be completed by Democratic Services</i>
Which part of the training course do you think will be particularly valuable?	
How will the skills you learn benefit you in your role?	
How would you rate your level of knowledge/skill/ability on a scale of 1 to 5, 5 being very good?	

Following the course please answer the following questions:

Which part of the training course did you find particularly valuable?	
Are there any aspects of the course which you feel require improvement?	
Did you have to participate in any role	

play? If so, was it beneficial?	
How effective were the audio-visual materials?	
How useful were the documents/training materials provided?	
How relevant was the training?	
Was the course timing and duration acceptable?	
In your opinion, was sufficient material covered?	
In what ways have you increased your knowledge of the subject?	
How will the skills that you've learnt benefit you in your role?	
How would you now rate your potential ability on a scale of 1 to 5, 5 being very good since attending the course?	

THE TRAINER

How clear was the trainer in stating the objectives of the course?	
How effective was the trainer in presenting the subject matter?	
Was there enough trainer/participant interaction during the course?	
Was their knowledge of the subject adequate?	
Did they pitch at the right level?	
Were they organised and structured in their approach?	
Did they keep your attention?	
Are there any further comments you would like to make regarding this course and what you have achieved?	