
Training Feedback Form Template

Personal Information (Optional)

- Name: _____
- Email Address: _____
- Course/Workshop Title: _____
- Date: _____

Training Evaluation

1. Content and Material

- 1.1 How relevant was the training content to your needs?
 Very Relevant Somewhat Relevant Not Relevant
- 1.2 How do you rate the quality of the training materials provided?
 Excellent Good Fair Poor

2. Instructor Evaluation

- 2.1 How knowledgeable was the instructor?
 Very Knowledgeable Somewhat Knowledgeable Not Knowledgeable
- 2.2 How effectively did the instructor communicate the material?
 Very Effectively Somewhat Effectively Not Effectively

3. Training Delivery

- 3.1 How appropriate was the pace of the training?
 Too Fast Just Right Too Slow
- 3.2 How interactive was the training session?
 Very Interactive Somewhat Interactive Not Interactive

4. Learning Environment

- 4.1 How comfortable and conducive to learning was the training environment?
 Very Comfortable Somewhat Comfortable Not Comfortable

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- 4.2 How do you rate the overall logistics and organization (e.g., venue, timing, technical setup)?

Excellent Good Fair Poor

5. Overall Experience

- 5.1 How satisfied are you with the overall training experience?

Very Satisfied Somewhat Satisfied Not Satisfied

- 5.2 Would you recommend this training to others?

Definitely Maybe Unlikely

Open Feedback

6. What did you like most about the training?

7. What aspects of the training could be improved?

8. Additional comments or suggestions:

Consent for Use of Feedback

- I agree that my feedback may be used for improving future training sessions.
(Your personal information will remain confidential.)

Yes No

Signature (Optional): _____ Date:
