# Training Evaluation Form

*Please take a few moments to provide your feedback on the training session. Your responses will help us understand what worked well and where improvements can be made for future trainings.*

## Participant Information

**Name:** {name}

**Email:** {email}

**Department/Team:** {department}

**Date of Training:** {trainingDate}

**Trainer’s Name:** {trainerName}

## Session Evaluation

|  |  |  |
| --- | --- | --- |
| **Evaluation Item** | **Rating (1 - Poor | 5 - Excellent)** | **Comments** |
| {#sessionFeedback}{item} | {rating} | {comments}{/sessionFeedback} |

## Content and Delivery

**Was the training content relevant to your role?** {contentRelevance}

**Was the trainer effective in delivering the content?** {trainerEffectiveness}

**Were the objectives of the session met?** {objectivesMet}

## Learning Outcomes

**Which topics did you find most useful?**

{usefulTopics}

**What topics could be improved or expanded upon?**

{topicsToImprove}

## Suggestions for Improvement

{suggestions}

## Additional Comments

{additionalComments}

## Follow-Up

**Would you like to participate in follow-up sessions or advanced trainings?** {interestedInFollowUp}

**If yes, specify preferred topics:**

{preferredTopics}

{#recommendTraining}

**Would you recommend this training to a colleague?** Yes

{/recommendTraining}

{^recommendTraining}

**Would you recommend this training to a colleague?** No

{/recommendTraining}