

Employee Training Assessment Form

This **employee training assessment form** sample template helps organizations evaluate the effectiveness of their training programs. It features structured sections to capture participant feedback, learning outcomes, and areas for improvement. Using this template ensures consistent and comprehensive training evaluations.

Participant Information

Name:

Employee ID:

Department:

Date of Training:

Trainer's Name:

Training Content Evaluation

How would you rate the relevance of the training content?

☐ Excellent

☐ Good

☐ Average

☐ Poor

Rate the quality of training materials:

☐ Excellent

☐ Good

☐ Average

☐ Poor

What improvements would you suggest?

Learning Outcomes

To what extent did you achieve the intended learning outcomes?

☐ Fully Achieved

☐ Partially Achieved

☐ Not Achieved

Please explain your answer:

Trainer Evaluation

How effective was the trainer in delivering the content?

☐ Excellent

☐ Good

☐ Average

☐ Poor

Additional feedback for the trainer:

Overall Assessment

Overall, how satisfied are you with the training program?

☐ Very Satisfied

☐ Satisfied

☐ Neutral

☐ Dissatisfied

☐ Very Dissatisfied

Additional Comments

Any other feedback or suggestions?

Submit Assessment