

Training Effectiveness Evaluation Questionnaire Template

Use this **training effectiveness evaluation questionnaire template** to accurately assess the impact of your training programs. It helps identify strengths and areas for improvement by gathering participant feedback efficiently. This template ensures systematic evaluation to enhance future training sessions.

Participant Information

Name (optional):

Position/Role:

Department:

Training Session Details

Training Title:

Training Date:

Evaluation

1. Objectives

Were the objectives of the training clearly defined?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

2. Content

Was the content relevant and useful?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

3. Delivery

How would you rate the instructor's delivery?

☐ Excellent

☐ Good

☐ Fair

☐ Poor

4. Engagement

Were the training methods engaging?

☐ Excellent

☐ Good

- ☐ Fair
- ☐ Poor

5. Applicability

Will you be able to apply what you learned in your job?

- ☐ Yes
- ☐ No

6. Suggestions for improvement:

7. Additional comments:

Submit Evaluation