

Post-training Assessment Form Sample for Staff

The **post-training assessment form** for staff is designed to evaluate the effectiveness of training sessions and measure employee understanding. This form helps identify areas for improvement and ensures that learning objectives are met. Utilizing such assessments enhances overall staff development and organizational performance.

Employee Information

Name:

Department:

Date of Training:

Trainer Name:

Assessment Questions

1. How would you rate the overall quality of the training session?

2. Did the training meet the stated objectives?

Yes No

3. What key concepts did you learn from this training?

4. Do you feel confident applying what you learned?

Yes No

5. What aspects of the training could be improved?

Additional Comments