

Training Program Evaluation Form Sample (Excel)

This **training program evaluation form sample Excel** helps organizations systematically assess the effectiveness of their training sessions. It includes customizable fields to capture participant feedback, learning outcomes, and suggestions for improvement. Utilizing this template streamlines data collection and enhances program development.

Sample Fields Included

- Participant Name
- Department
- Training Title
- Date of Training
- Trainer's Name
- Overall Satisfaction (1-5)
- Clarity of Content
- Relevance to Job
- Quality of Materials
- Presentation Skills of Trainer
- Most Useful Aspect
- Suggestions for Improvement

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Sample Screenshot

