



# Training Evaluation Form

Capital PC User Group

"Users Helping Users"

301-762-9372 Phone

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Course Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_ Date: \_\_\_\_\_

CPCUG wants to improve its Training Program and to develop new courses to meet the needs of its members. Please take a few moments to help by responding to these questions, and making other comments you think might be helpful.

Please rate the following factors on a scale of 1 to 4:

### **Course Content** (1 = Needs improvement, 4 = Excellent)

- |   |  |
|---|--|
| <input type="checkbox"/> Practical value                          | <input type="checkbox"/> Usefulness of training materials      |
| <input type="checkbox"/> Level/difficulty met your needs          | <input type="checkbox"/> Coverage of what you need to know     |
| <input type="checkbox"/> Value of group exercises (if applicable) | <input type="checkbox"/> Adequacy of room, video display, etc. |
| <input type="checkbox"/> <b>Overall Rating of Content</b>         |  |

### **Instructor(s)** (1 = Needs improvement, 4 = Excellent)

- |  |   |
|--|---|
| <input type="checkbox"/> Dynamic, interesting delivery       | <input type="checkbox"/> Managing time, maintaining focus |
| <input type="checkbox"/> Knowledge of the subject            | <input type="checkbox"/> Conciseness of communication     |
| <input type="checkbox"/> Management of the class/students    | <input type="checkbox"/> Clarity of communication         |
| <input type="checkbox"/> <b>Overall Rating of Instructor</b> |   |

### **Summary Reactions** (1 = Not at all, 4 = Definitely)

- Were benefits and purpose of this class well explained at outset?
- Did this class cover what you expected it to cover?
- Do you think this class will help you as we intended?
- In overall quality, did this class meet or exceed your expectations?
- Would you recommend this class to a colleague, friend or family member?

### **Suggestions for Improvement**

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### **Suggestions for Other Courses**

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### **Optional Information**

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_