

INSTRUCTIONS

for completing the

Candidate Individualized Training Evaluation Form

- ◆ Upon completion of an approved training program included in the Executive Development Plan, complete the “Candidate Training Program Evaluation” form.
- ◆ In no more than **ONE** page, assess the effectiveness of the training program in enhancing, developing or improving targeted competencies. Be concise, but very specific, about **HOW** the training impacted your leadership skill development.
 - ➔ What topics were important, and **HOW** did they impact your leadership development?
 - ➔ What activities were important, and **HOW** did they impact your leadership development?
 - ➔ What other experience were provided that were important, and **HOW** did they impact your leadership development?
- ◆ Briefly assess the strengths and weaknesses of this program as a learning activity.
- ◆ Briefly explain why you **would** or **would not** recommend this program for other CDP participants? For example:
 - ➔ Did the program address ECQs/competencies appropriate to the federal executive?
 - ➔ Were discussions, activities, and presenters focused on **senior** levels of leadership development?
 - ➔ Were program attendees primarily from the private or public sector, and were they at your organizational level?
 - ➔ Were discussion points, examples, and activities relevant to the federal executive?
 - ➔ Other observations/thoughts on the experience which affected your recommendation?
- ◆ Have your Mentor review and sign this Evaluation.
- ◆ Keep this Evaluation as part of your Candidate’s Certification Qualifications Portfolio.