



1 Participant Course Evaluation Template

As described in Section 6.1.4 of the Training Effectiveness Toolkit, course evaluation forms can be utilized to conduct a level one evaluation of a training course.

RATE THE COURSE

Directions: Please use this scale to *indicate the extent to which you agree with the following statements:*

1	2	3	4	5	n/a
Strongly Agree	Agree	Neither Agree Nor Disagree	Disagree	Strongly Disagree	Not Applicable

ABOUT ME

I was personally interested in taking this course..... 1 2 3 4 5 n/a

I had the necessary prerequisite knowledge for completing this course 1 2 3 4 5 n/a

MATERIALS

The handouts, use of media (including graphics, audio and/or video materials) were satisfactory and effective 1 2 3 4 5 n/a

The course materials were accurate 1 2 3 4 5 n/a

The course materials (including job-aids, templates, glossary of terms, etc.) were relevant and contributed to the achievement of the learning 1 2 3 4 5 n/a

RELEVANCE AND EFFECTIVENESS

This course met the stated learning objectives 1 2 3 4 5 n/a

This training was relevant to my responsibilities 1 2 3 4 5 n/a

I will be able to perform my responsibilities better as a result of completing this course 1 2 3 4 5 n/a

This course helped increase my knowledge, skills or changed my attitudes	1	2	3	4	5	n/a
Facilities and/or technological environment and equipment were appropriate and effective	1	2	3	4	5	n/a
The time allotted to each learning activity/topic was appropriate	1	2	3	4	5	n/a
The training environment was conducive to learning	1	2	3	4	5	n/a
Overall, the instructors were effective (e.g., demonstrated mastery of the subject matter, responded fully and completely to questions, provided relevant examples, etc.)	1	2	3	4	5	n/a
Overall, the course was effective.....	1	2	3	4	5	n/a

Rate the Individual Instructors (if applicable):

Instructor A

This instructor was effective	1	2	3	4	5	n/a
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Instructor B

This instructor was effective.	1	2	3	4	5	n/a
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Optional Questions:

Please provide any comments you have about any of the instructors.

What do you feel were the most valuable aspects of this course?

What do you feel were the least valuable aspects of this course?

What recommendations do you have for enhancing this course?

What other comments do you have?