

Appendix E

Training Evaluation Form

**DEPARTMENT OF YOUTH AFFAIRS
Government of Guam**

Division of Youth Development

**EVALUATION - IMPLEMENTATION PLAN
Training - Workshops - Seminars - Conferences**

Attendee Name: _____ Position: _____

Division: _____ Section: _____

Course Name: _____ Vendor/Source: _____

Course Date: _____ Location: _____

Instructor: _____

Place a in the column which denote your evaluation of each of the following questions.

EVALUATING QUESTION	NOT USED	POOR	FAIR	AVERAGE	GOOD	EXCELLENT
Was the session well organized						
Did the course meet its goal/objectives						
Was there good use of....						
• Black/Green Board						
• Flip Chart						
• Transparencies						
• Other Visual Aids						
• Handouts						
• Discussion/Ideas Explored						
• Examples or Case Studies						
• Role Playing						
• Group Exercise						
• Individual Exercise						
• Lecture						
• Panel Discussion						
• Reading						
Was the instructor knowledgeable						
Was the instructor well prepared						
Your overall reaction to the course was....						

On a scale of 1-5 (1 being lowest and 5 being a lot), place a the column that expresses your evaluation.

EVALUATING QUESTION	Not Applicable	ONE	TWO	THREE	FOUR	FIVE
Did you learn new skills						
Did you refresh old skills						
Can you apply the course to your work						
Do you recommend it to others						

Please complete page 2 (located at the back)

What part of the training was the weakest?

What part of the training was the best?

Briefly list the most important knowledge or skills learned, that can be applied to the job.

Briefly list situations where the knowledge/skills learned "could" have been used in the past.

In discussion with your supervisor, list the situations you will be applying and demonstrating the knowledge/skills learned.

General Comments by Attendee

General Comments by Supervisor

Attendee

Date

Supervisor

Date

Division Head

Date

02 initial /date

01 initial/date

Additional Comments:

This form should be completed and forwarded for review to supervisor, division head, and department head. This evaluation would assist us in determining the effectiveness of specific trainings, workshops, seminars, conferences, etc. Your cooperation is greatly appreciated. THANK YOU!