

# MODULE 14

## EVALUATION



## OBJECTIVE (S) OF THE MODULE

Assess and comment on learning outcomes from the training programme, thereby allowing the trainers to improve the training programme for future delivery of the programme.

## PREPARATIONS

Following should be ready with the trainer:

- Powerpoint presentation that reviews the training programme, expectations (participants and trainers) and learning outcomes.
- Evaluation questionnaire for the participants to fill.

## STEPS

1. Introduce the session as the final review session.
2. Using powerpoint, provide an overview of the entire training programme.  
During this highlight:
  - Training aims and objectives

- Key learning points
  - Participant expectations and suggestions
3. Seek any final questions from participants.
  4. Handout training evaluation form, indicating that it is completely confidential and participants do not have to put names on the questionnaire.
  5. Allow 15 minutes for participants to complete the questionnaire and get them to place the completed questionnaire in a pile face down.
  6. Once all participants have completed the questionnaire, thank them for their input and conclude the training.
  7. Conduct the certificate ceremony.

## COURSE EVALUATION SHEET

Name -

What is your objective to attend the course?

Please circle the number which most closely corresponds with your view

1. To what degree did this course contain information and/or skills that were:

Relevant	5	4	3	2	1	Irrelevant
New material	5	4	3	2	1	Very familiar
High quality	5	4	3	2	1	Poor quality

2. To what extent were the goals and objectives of the course achieved?

Great deal	5	4	3	2	1	Very little
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3. Was there balance between theory / discussion / activities?

Well balanced	5	4	3	2	1	Not Balanced
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4. How well presented was the information?

Very well	5	4	3	2	1	Not well
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5. How relevant was the information to your position/employment?

Very relevant	5	4	3	2	1	Not relevant
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6. Will you be able to use the information and/or skills in your current or future roles?

Great deal	5	4	3	2	1	Not at all
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7. How much did you enjoy the course?

Great deal      5      4      3      2      1      Not at all

8. How suitable was the time allocation for the course?

Very suitable      5      4      3      2      1      Not suitable

9. How much benefit do you think you have gained from participating in this course?

Great deal      5      4      3      2      1      Little benefit

10. How suitable was the venue for the training session?

Very suitable      5      4      3      2      1      Not suitable

*Please write your answers to the following questions in the space provided.*

11. What do you think were the three best features of the course?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

12. What were the three least successful features of the course?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

13. Are there any comments, suggestions that you would like to make about this course?

*Thank You For Completing This Evaluation*