



PARTICIPANTS EVALUATION

Training Evaluation Template

When evaluating training it's important to gather feedback from participants to assess its impact and effectiveness. Below is a comprehensive list of questions you can include in the participants' evaluation survey:

1. Demographic Information

- a. Name (optional)
- b. Age
- c. Gender
- d. NSO
- e. Position/Role
- f. Years of experience in your current role

2. Pre-Training Assessment

- a. What were your expectations before attending this training?
- b. How would you rate your knowledge and skills in e.g. project management before the training? (Scale: 1-5, with 1 being low and 5 being high)

3. Training Content

- a. Did the training cover the topics and skills you were hoping to learn?
- b. Were the training materials (slides, handouts, etc.) clear and easy to understand?
- c. Were the training sessions engaging and interactive?
- d. Were real-life examples and case studies effectively used to illustrate concepts?

4. Training Delivery

- a. How would you rate the instructor's knowledge and presentation skills? (Scale: 1-5, with 1 being low and 5 being high)
- b. Were the training sessions well-paced?
- c. Did the instructor encourage questions and discussions?
- d. Were audiovisual aids (if used) effective in enhancing your learning experience?

5. Learning Experience

- a. What specific knowledge or skills did you gain from this training?
- b. Were there any aspects of the training that you found challenging or confusing?
- c. Did you find the training format (e.g., lectures, group activities, simulations) effective in promoting learning?
- d. Were the training materials comprehensive and useful for future reference?



6. Skill Enhancement & Development

- a. What specific skills or techniques have you improved as a result of this training?
- b. How have these improved skills contributed to your ability to e.g. lead a team, manage projects effectively?
- c. Can you provide an example of a challenge where you applied what you learned from the training?
- e. How has this training contributed to your professional development and growth?

7. Confidence & Leadership

- a. Do you feel more confident in your role as a e.g. project manager or team leader after completing the training?
- b. Have you taken on more e.g. leadership responsibilities as a result of the training?

8. Peer Recognition

- a. Have your colleagues or team members noticed an improvement in your e.g. leadership, project management abilities since the training?
- b. Have you received any positive feedback or recognition from peers or supervisors?

9. Long-term Impact

- a. Do you believe the skills acquired in this training will continue to benefit you in your future career?
- b. How do you plan to sustain and build upon what you've learned in the long term?
- a. Have you noticed any improvements in your e.g. leadership, project management skills since attending the training?
- b. How has this training positively influenced your approach to managing projects?

10. Application of Learning

- a. Have you applied any of the concepts or skills learned since the training?
- b. If yes, please provide an example of how you applied what you learned.
- c. If no, what barriers or challenges have prevented you from applying your knowledge?

11. Overall Satisfaction

- a. On a scale of 1-5, how satisfied are you with the training overall? (1 being very dissatisfied, 5 being very satisfied)
- b. What aspects of the training did you find most valuable?
- c. What aspects of the training do you think could be improved?



12. Future Needs

a. Are there any additional topic or skills you would like to see covered in future training sessions?

13. Willingness to Recommend

a. Would you recommend this training to your colleagues or peers? (Yes/No)

14. Feedback for Improvement

a. What specific recommendations do you have for enhancing the impact of future training?

b. What suggestions do you have for improving future training programs?

15. Additional Comments

a. Is there anything else you would like to share about your experience with this training?