



## TRAINING EVALUATION FORM CONTINUING PROFESSIONAL EDUCATION

Document No. : FM-CE-07-02

Effective Date: Dec. 3, 2018

**Course Title:** \_\_\_\_\_ **SY:** \_\_\_\_\_

**Instructor/Lecturer:** \_\_\_\_\_

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Instruction:** Please encircle the number that best describes your evaluation of the training session. Your rating will help us identify areas for improvement.

**How did you find out about our training?**

- Manua University Website     
  Recommendation from Mapua Students/Employee/Alumni     
  Facebook/Twitter Ads  
 From Google Searches     
  Recommendation from former attendees.     
  Others (Please Specify): \_\_\_\_\_

**Course Objectives/Outcomes**

The objectives were clearly explained.	Strongly Disagree	1	2	3	4	5	Strongly Agree
The course outcomes were fully attained.	Strongly Disagree	1	2	3	4	5	Strongly Agree

**Course Content and Materials**

Course/Training Materials	Not good	1	2	3	4	5	Very good
Presentations, examples, demos	Not good	1	2	3	4	5	Very good
Exercises, Laboratory activities	Not good	1	2	3	4	5	Very good
Level of student participation	Too little	1	2	3	4	5	Too much
Scope of the course	Too little	1	2	3	4	5	Too much
Organization of topics	Poor	1	2	3	4	5	Very good
Time allocation	Poor	1	2	3	4	5	Very good

**Course Trainer**

Show mastery of subject matter	Strongly Disagree	1	2	3	4	5	Strongly Agree
Able to present the course very well	Strongly Disagree	1	2	3	4	5	Strongly Agree
Able to facilitate effective discussions	Strongly Disagree	1	2	3	4	5	Strongly Agree
Welcome questions, comments and ideas	Strongly Disagree	1	2	3	4	5	Strongly Agree
Able to maintain interest	Strongly Disagree	1	2	3	4	5	Strongly Agree
Able to keep the course on track	Strongly Disagree	1	2	3	4	5	Strongly Agree
Encourage trainee participation	Strongly Disagree	1	2	3	4	5	Strongly Agree
Punctual	Strongly Disagree	1	2	3	4	5	Strongly Agree

**General**

Training venue	Very Low	1	2	3	4	5	Very High
Course Duration	Too Short	1	2	3	4	5	Too Long
Pace of the course	Too Slow	1	2	3	4	5	Too Fast
This course will be useful to me.	Strongly Disagree	1	2	3	4	5	Strongly Agree
The course met my expectations.	Strongly Disagree	1	2	3	4	5	Strongly Agree
My time here was well spent.	Strongly Disagree	1	2	3	4	5	Strongly Agree
I will recommend this course to others.	Strongly Disagree	1	2	3	4	5	Strongly Agree

What went well?	What can be improved?
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____