Training Evaluation Template Samples

NWCPHP is available to develop customized training evaluations for your organization's needs. NWCPHP designs instruments to evaluate a wide variety of training types, including:

- Online and in-person courses
- Webinars
- Conferences
- Institutes
- Programs

NWCPHP has experience using multiple evaluation methods, including surveys, key informant interviews, focus groups, and pre/post assessments. Our training evaluations can be used to identify strengths and areas for improvement in your training, develop future training topics and formats, and provide data for your stakeholders.

If you are interested in working with us to develop a training evaluation, please complete our evaluation request form, or contact Luann D'Ambrosio, NWCPHP Associate Director.

The following is a sample of questions from an online course evaluation:

1. Please indicate your level of agreement with each of the following statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree
2. The registration procedures were clear.				
3. The instructor presented the subject matter effectively.				
4. The course was well organized.				
5. The learning materials were clear and easy to read.				

2. The length of the course was:

☐ Too short
☐ About right
☐ Too long

3. The quantity of information presented in the course was:

☐ Not enough
☐ About right

☐ Too much

The following is a sample of questions from a <u>conference evaluation</u>:

Plenary Session		The subject matter was presented effectively.				I can apply the content of this presentation to my work.			
		Strongly Agree	Agree	Disagree	Strongly Disagree	Strongly Agree	Agree	Disagree	Strongly Disagree
6.	(Session topic)								
7.									
8.									
9.									
10.									

11. What was the most **valuable** part of the plenary sessions?

12. Please provide any **suggestions** for how the plenary sessions could be improved.

The following is a sample of questions from a pre-post training evaluation:

Pre-Course Instrument

Please indicate your level of confidence with each of the following statements.

1. I am confident I can:

	Very Confident	Confident	Somewhat Confident	Beginning Confidence	Not Confident
a. *Insert list based on course objectives*					
b.					
c.					

2. Please comment on any specific training needs you have related to [**course topic**].

3. How do you anticipate using the knowledge and skills you gain from the [**course/training**]?

Post-Course Instrument

Please indicate your level of confidence with each of the following statements.

1. After completing the course, I am confident I can:

	Very Confident	Confident	Somewhat Confident	Beginning Confidence	Not Confident
a. *Insert list based on course objectives*					
b.					
c.					

2. I will be able to apply the information I learned in the course to my job.

☐ Strongly Agree
☐ Agree
☐ Disagree
☐ Strongly Disagree