



TRAINING EVALUATION FORM

Training Date: 2023-05-08 09:00:00  
Training Title: Performance Appraisal Refresher Course  
Facilitator: Mark Manalo

Please complete the evaluation form for todays training session. Kindly tick off your level of agreement with the listed statement below.

	Strongly Agree	Agree	Disagree	Strongly Disagree
Please Rate the Following:				
FACILITATOR				
was well prepared	✓			
encouraged active participation from the group	✓			
knowledge of the subject matter	✓			
ability to explain and illustrate concepts	✓			
was well prepared	✓			
encouraged active participation from the group	✓			
knowledge of the subject matter	✓			
ability to explain and illustrate concepts	✓			
PRESENTATION				
objectives of the training were clearly defined	✓			
content was organized and easy to follow	✓			
topics covered are relevant	✓			
training will be useful in my work	✓			
objectives of the training were clearly defined	✓			
content was organized and easy to follow	✓			
topics covered are relevant	✓			
training will be useful in my work	✓			
TRAINING				
objectives of the training was met	✓			
time allotted for the training was sufficient	✓			
venue provided a comfortable setting for learning	✓			
objectives of the training was met	✓			
time allotted for the training was sufficient	✓			
venue provided a comfortable setting for learning	✓			

What did you like about the training?  
- Gave us a more improved insight on accomplishing the Performance Appraisal

How well this training sessions help you achieve your career goals in the future?  
- Training will help us specially on the upcoming appraisal season

What are the changes you can practice as a result of this training?  
- I can proactively answer the PA of employees

What exercises were most effective in helping you understand the subject of this training program? Why?  
- Practice on accomplishing the excel

What aspect of the training could be improved?  
- none