



TRAINING EVALUATION AND SATISFACTION SURVEY

Training/Seminar Title: _____ Date/s: _____
 Name of Trainee/Participant: _____ Venue: _____

Directions. Kindly tell us your feedback about the training/seminar you have received. Your feedback is highly appreciated and it will help us to improve our services. We also appreciate your cooperation and truthfulness. We hope that we are able to meet your expectations. Kindly check the box which corresponds to your response for each item. Thank you very much.

A. ASSESSMENT OF KNOWLEDGE/SKILL	Highly Substantial (4)	Substantial (3)	Limited (2)	Very Limited (1)	None (0)
1. Knowledge or skill on the topic/s BEFORE participating in this training/seminar. (<i>Antas ng kaalaman o kasanayan ukol sa paksa BAGO lumahok sa pagsasanay o seminar</i>)					
2. Knowledge or skill on the topic/s AFTER completing this training/seminar. (<i>Antas ng kaalaman o kasanayan ukol sa paksa MATAPOS lumahok sa pagsasanay o seminar</i>)					

B. EVALUATION	PLEASE PUT CHECK (√) (LAGYAN NG CHECK ANG SAGOT)					N/A
	Excellent (Magaling) (5)	Very Satisfactory (Lubhang Kasiya-siya) (4)	Satisfactory (Kasiya-siya) (3)	Needs Improvement (Hindi Kasiya-siya) (2)	POOR (Mababa) (1)	
1. Objectives, Learning Content						
a. Attainment of the objectives (<i>Pagkamit ng mga layunin</i>)						
b. Completeness of the topics/information provided (<i>Pagiging kumpleto ng mga paksa</i>)						
c. Relevance and usefulness of the activity/knowledge gained (<i>Kaugnayan at kapakinabangan ng mga paksa sa iyong kasalukuyang sitwasyon</i>)						
2. Learning Tools and Materials, Activities						
a. Learning tools and materials used to impart learning / demonstrate (<i>Mga kagamitan at kasangkapang ginamit upang mailahad ang kaalaman o kasanayan</i>)						
b. Activities conducted to impart learning (<i>Mga aktibidad naisinagawa upang mailahad ang kaalaman o kasanayan</i>)						
3. Resource Person/Trainer						
a. Mastery of the topics (<i>Antas ng kaalaman sa paksa</i>)						
b. Clarity of discussion (<i>Linaw ng pagtuturo</i>)						
c. Teaching methodologies/strategies used (<i>Pamamaraan/stratehiyang ginamit sa pagtuturo</i>)						
d. Courtesy of the service provider (<i>pagiging magalang ng tagapagturo</i>)						
4. Logistics						
a. Venue (<i>Lugar na pinagdausan ng pagsasanay</i>)						
b. Food (<i>pagkain</i>)						
5. Others						
a. Effectiveness of training/seminar in meeting personal objectives (<i>Pagiging epektibo ng pagsasanay/seminar sa pagkamit ng mga pansariling layunin</i>)						
b. Timeliness of delivery (<i>pagkakasunod ng tamang oras</i>)						
c. Overall quality of the service provided (<i>kabuuang kalidad ng serbisyo</i>)						

Note: This part is to be filled-out by the trainer.

C. Directions. Get the total score and divide it by the total number of items (14). Overall Satisfaction Rating - _____
 Training Rating (Verbal Interpretation) _____; Equivalent Client Satisfaction _____

Training Rating (Verbal)	Equivalent Client Satisfaction	Range
Excellent	Very Satisfied	4.20-5.00
Very Satisfactory	Satisfied	3.40-4.19
Satisfactory	Fairly Satisfied	2.60-3.39
Needs Improvement	Dissatisfied	1.80-2.59
Poor	Very Dissatisfied	1.0-1.79

D. FUTURE ASSISTANCE NEEDED

Trainings or seminars needed in the future:

E. COMMENDATION/COMMENTS OR SUGGESTIONS/COMPLAINTS