# Employee Training Survey

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| Name: |  | | | | | Department: | |  |
| Date of Hire: | |  | | Department Manager: | | |  | |
| Date of Training: | | |  | | Primary Instructor: | |  | |

## Please rate the following information on a scale of 1 to 5, with 5 being “strongly agree” and 1 being “strongly disagree”.

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| --- | --- | --- | --- | --- | --- |
| This training was relevant to the work I perform on a daily basis. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The instructors showed enthusiasm for the subject matter. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Information was relayed effectively, and the instructors were able to keep my attention. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| A variety of different materials were used to present the topics. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The importance of each topic was stressed before instruction began. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The length of the training was neither too long nor too short. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The instructors provided adequate resources for training. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The class had plenty of opportunities to ask questions. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The location of the training was appropriate. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilities had adequate resources (tables, chairs, projectors, etc.). | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilities were clean. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| There was an adequate amount of parking at the training site. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| There was an adequate instructor-to-student ratio. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

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| --- | --- | --- | --- | --- | --- |
| The instructors were knowledgeable of the subject matter. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The instructors were courteous and they treated each person with dignity and respect. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| The facilitators maintained adequate control of the classroom and students. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |
| Topics flowed seamlessly from one subject to the next, and seemed to be presented in proper order. | | | | | |
|  | 1 | 2 | 3 | 4 | 5 |

What part of this training will benefit you most in the future?

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What part of this training will be least useful?

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Were there any topics that should have been included but were not?

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What changes would you recommend for future training sessions?

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