# 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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