

***Employee Attendees' of Training: Please rate the trainer on the following items:***

|  | Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree | N/A |
|--|-------------------|----------|---------|-------|----------------|-----|
| The trainer was knowledgeable about the subject matter.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer appeared confident and comfortable with the material.                              | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer's ability to explain was excellent.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer seemed well prepared for the training.   | 1                 | 2        | 3       | 4     | 5              | N/A |
| Concrete examples and illustrations were used to clarify the material.                         | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer promoted an atmosphere conducive to work and learning.                             | 1                 | 2        | 3       | 4     | 5              | N/A |
| The rate of delivery of material was appropriate.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| The training was engaging.   | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer listened thoughtfully to attendees' comments and demonstrated empathy and respect. | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer's eye contact was appropriate.   | 1                 | 2        | 3       | 4     | 5              | N/A |
| Technology was used without difficulty.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| Visual training content could be easily read.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer's articulation and voice level was clear.  | 1                 | 2        | 3       | 4     | 5              | N/A |
| The trainer handled attendee questions well.   | 1                 | 2        | 3       | 4     | 5              | N/A |

*Most items are selected and adapted from C. Roland Christensen, the Center for Teaching and Learning, Harvard Business School (2005, from a peer observation scale used at the University of Minnesota and from items used at the University of Albany.*

|  | Poor | Fair | Good | Very Good | Excellent |
|--|------|------|------|-----------|-----------|
| Overall, how would you rate the effectiveness of the trainer as a teacher? | 1    | 2    | 3    | 4         | 5         |

|   | Extremely Dissatisfied | Dissatisfied | Neutral | Satisfied | Extremely Satisfied |
|---|------------------------|--------------|---------|-----------|---------------------|
| Overall, please rate how satisfied you were with this training. | 1                      | 2            | 3       | 4         | 5                   |

**This is a two sided document – please turn the page over and complete the other side.**

Please provide any comments that would help to clarify your ratings.

Please discuss the strengths of the training and trainer.

Please provide suggestions for changes or improvement for the training or trainer.

