**Trainer Evaluation Form**

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| --- | --- | --- | --- |
| **Organization Name:** |  | **Training Title:** |  |
| **Trainer’s Name:** |  | **Date of Training:** |  |
| **Department/Division:** |  | **Evaluator’s Name (Optional):** |  |

**Section 1: Evaluation Criteria**

Please rate the trainer’s performance in the following areas using the scale below:  
**5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Fair | 1 = Poor**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Evaluation Criteria** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| 1 | Trainer’s knowledge of the subject matter | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 2 | Clarity and effectiveness of communication | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 3 | Trainer’s ability to engage and motivate participants | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 4 | Use of training materials and visual aids | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 5 | Trainer’s ability to answer questions effectively | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 6 | Pace and structure of the training session | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 7 | Practical relevance and examples provided | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 8 | Professionalism and courtesy | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 9 | Interaction and participant involvement | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| 10 | Overall effectiveness of the trainer | ☐ | ☐ | ☐ | ☐ | ☐ |  |

**Section 2: Summary Rating**

|  |  |  |  |
| --- | --- | --- | --- |
| Average Rating | *(Auto-calculated)* | Total Score (out of 50) | *(Auto-calculated)* |
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**Section 3: Open-Ended Feedback**

1. **What did you like most about the trainer’s delivery style?**

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1. **What areas could the trainer improve on?**

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1. **Would you recommend this trainer for future sessions?**  
   ☐ Yes  ☐ No  ☐ Not Sure
2. **Additional comments:**

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**Section 4: For Administrative Use Only**

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| --- | --- | --- | --- |
| **Evaluated By** | **Designation** | **Date** | **Signature** |