**Training Effectiveness Evaluation Form**

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| --- | --- | --- | --- |
| **Organization Name:** |  | **Training Title:** |  |
| **Trainer/Facilitator:** |  | **Department:** |  |
| **Date of Training:** |  | **Employee Name (Optional):** |  |

**Section 1: Reaction (Level 1) – Participant Satisfaction**

|  |  |  |
| --- | --- | --- |
| **No.** | **Statement** | **Rating (1–5)\*** |
| 1 | The training objectives were clearly defined. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 2 | The content was relevant to my job role. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 3 | The trainer was knowledgeable and engaging. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 4 | The training materials were useful and well-prepared. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 5 | The overall training environment was comfortable and conducive to learning. | ☐1 ☐2 ☐3 ☐4 ☐5 |

**Rating Scale:**  
1 – Strongly Disagree 2 – Disagree 3 – Neutral 4 – Agree 5 – Strongly Agree

**Section 2: Learning (Level 2) – Knowledge or Skill Gained**

|  |  |  |
| --- | --- | --- |
| **No.** | **Statement** | **Rating (1–5)\*** |
| 6 | I have gained new knowledge or skills. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 7 | I can apply what I learned to my daily work. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 8 | The training increased my understanding of the topic. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 9 | The learning objectives were achieved. | ☐1 ☐2 ☐3 ☐4 ☐5 |

**Section 3: Behavior (Level 3) – Application on the Job**

|  |  |  |
| --- | --- | --- |
| **No.** | **Statement** | **Rating (1–5)\*** |
| 10 | I am applying the new skills in my work. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 11 | My manager/supervisor supports applying these new skills. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 12 | I feel confident using what I learned. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 13 | The training has changed the way I approach my tasks. | ☐1 ☐2 ☐3 ☐4 ☐5 |

**Section 4: Results (Level 4) – Organizational Impact**

|  |  |  |
| --- | --- | --- |
| **No.** | **Statement** | **Rating (1–5)\*** |
| 14 | The training improved my work performance. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 15 | The training has contributed to team productivity. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 16 | The training helped reduce errors or improve efficiency. | ☐1 ☐2 ☐3 ☐4 ☐5 |
| 17 | The organization benefited from this training. | ☐1 ☐2 ☐3 ☐4 ☐5 |

**Section 5: Overall Evaluation Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| Reaction Average | 4.6 | Learning Average | 4.4 |
| Behavior Average | 4.2 | Results Average | 4.3 |
| **Overall Effectiveness Score** | **4.38** |  |  |

**Section 6: Open-Ended Questions**

|  |
| --- |
| What part of the training did you find most useful? |
|  |
| What improvements would you suggest for future sessions? |
|  |
| How do you plan to apply what you learned in your job? |
|  |
| Any additional comments or feedback? |
|  |

**Section 7: Evaluator Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluated By** | **Designation** | **Department** | **Date** |
|  |  |  |  |
|  |  |  |  |