Introduction to the Training Effectiveness Survey Template

The Training Effectiveness Survey Template serves as a tool, used by the Training Lead and resources along with the OCM Practitioner, and training team to assess the relevance and effectiveness of the end user training program. The survey is designed to assess individual courses or topics in order to gain the most detailed picture on each aspect of training. Each question is designed to gain feedback from participants on different training aspects. The results of the Training Effectiveness Survey assist in identifying training improvement areas and the need for refresh training opportunities.

Instructions and descriptions are provided to help the reader understand the assessment’s purpose and how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | [Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

Training Effectiveness Survey Template

[The Training Effectiveness Survey should be administered to all participants after every training opportunity. This survey can be given as a hard copy or electronic survey. The results of the survey should be collected, consolidated, and analyzed to determine training next steps.

In the sections below, have each participant respond to all questions. Once all participants have completed the survey, collect the surveys and compile the results.]

# Participant Information

[In this section, have each participant respond to all questions.]

| Participant Information | |
| --- | --- |
| Course Name: |  |
| Instructor Name: |  |
| Date: |  |
| Participant Organization, Department: |  |
| Participant Organizational Level: |  |

# Course Content

In the this section, have each participant rate each statement on a scale of one to five, with one representing “strongly disagree” and five representing “strongly agree.”]

| **Statement** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly**  **Agree** |
| --- | --- | --- | --- | --- | --- |
| 1. The overall training achieved its stated objectives. | 1 | 2 | 3 | 4 | 5 |
| 1. The training materials helped achieve the learning objectives. | 1 | 2 | 3 | 4 | 5 |
| 1. The pace and allocation of time for the training were appropriate. | 1 | 2 | 3 | 4 | 5 |
| 1. The concepts taught are relevant to the duties of my job. | 1 | 2 | 3 | 4 | 5 |

# Course Instructor

In the this section, have each participant rate each statement on a scale of one to five, with one representing “strongly disagree” and five representing “strongly agree.”]

| **Statement** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly**  **Agree** |
| --- | --- | --- | --- | --- | --- |
| 1. The instructor displayed a clear understanding of the subject and content. | 1 | 2 | 3 | 4 | 5 |
| 1. The presentation style and delivery was effective and easily understood. | 1 | 2 | 3 | 4 | 5 |
| 1. The instructor discussed on-the-job application of the content. | 1 | 2 | 3 | 4 | 5 |
| 1. The instructor demonstrated enthusiasm while teaching. | 1 | 2 | 3 | 4 | 5 |

# Additional Course Feedback

[In this section, have each participant respond to all questions.]

| Question | Response |
| --- | --- |
| 1. Were the session objectives clear? |  |
| 1. What topics within this session were most valuable? |  |
| 1. What topics within this session were least valuable? |  |
| 1. What topics were not covered that you would like to learn more about? |  |
| 1. What was most relevant about the session (discussions, tutorials, activities, etc.)? |  |
| 1. Were participants encouraged to participate? If so, how? |  |
| 1. Overall, would you recommend this session to a colleague? Why or why not? |  |
| 1. If you could change anything about the session, what would it be? |  |
| 1. Any additional comments/feedback? |  |