



Procedures Guide of Training and Development System- Federal Authority for Government Human Resources 15

Which parts of this training course do you consider the most useful for your business?

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What are your issues of concern in this program?

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Are there any issues you expected to learn during this program, they were not included?

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Please provide us with your notes related to the quality of this training course.

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Training Course Application Plan:

What are the achievements obtained from this Training Course that you want to apply?

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When would you like to complete this?

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What is the support you need to complete this?

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Questionnaire on Training Effectiveness Part (2)

The employee shall fill out the application data after three months from attending the Training Course. Please discuss this questionnaire with your line manager and request his/her approval before sending it to Human Resources Department.

Course Details:

Name:	Department:
Training Course:	Date:
training service provider:	Site:

		Never agree at all	Do not agree	Disagree a little	Agree a little	Agree	Strongly agree
1-	My job performance level has raised as a result of my attendance to this training course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2-	I had the chance to make the best use of the skills I learnt in this training course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you had not the chance to make the best use of the skills, kindly specify the reasons.	
3-	I have not learnt anything I could apply. <input type="radio"/>
4-	I have not had the chance <input type="radio"/>
27-	I was very busy <input type="radio"/>
28-	Others have discouraged my attempts to change. <input type="radio"/>

If you had the chance to make the best use of your skills, please answer the following questions
What are the educational and training points you have applied after this course? Please submit any evidence that indicates your application based on what you have learnt during this Course (new operations, systems, improving client's satisfaction, etc.)



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The participants in this questionnaire are kindly requested to answer the following questions

Are there any training aspects that would make the training course more useful if it had been available?
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Have the experiences helped in determination of any other needs of yours in training and development?



This part shall be filled out by the Line Manager:

		Never agree at all	Do not agree	Disagree a little	Agree a little	Agree	Strongly agree
1-	I have noticed an increase in the employees' performance in workplace since their attendance to this Training Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2-	I have noticed indicators that prove that employees benefit from the acquired skills in this Training course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3-	I will not hesitate to send another employee to attend this Training Course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If your employees could not use the acquired skills from this Training Course, please answer the following questions:

How could you support the employee to use the acquired skills from this Training Course? Please specify the procedures that could be applied, the resources needed by the employee to complete it and the deadline.

If your employees could use the acquired skills from this Training Course, please answer the following questions:

What are the results you have noted its impacts on the employee which indicate application of the acquired skills from this Training Course (new operations, systems, improving client's satisfaction, etc.)?

Employee's Signature	Date:
Manager's Approval	
Signature	Date:
Name:	Job description: