



**COURSE AND RESOURCE SPEAKERS' EVALUATION**

COURSE TITLE: \_\_\_\_\_ SCHEDULE: \_\_\_\_\_  
 VENUE: \_\_\_\_\_

Instruction: Please rate the effectiveness of this course by providing the answer and checking the appropriate box when necessary. Your frank and objective evaluation will help us improve our future programs.

I. TRAINING PROPER

1. Relevance of the course to present or future business  
 Very relevant       Relevant       Fairly Relevant       Not relevant
2. Achievement of course objectives  
 Very good       Good       Fair       Poor
3. Organization of topics  
 Very good       Good       Fair       Poor
4. Duration of the seminar  
 Too long       Just right       Too short
5. Topics you want to be included in future programs \_\_\_\_\_  
 \_\_\_\_\_
6. Rating of training methods / training facilities  
 (1 – 4 rating, 4 being the highest)

	Name of Trainor/s					
1. Lecture						
2. Open Forum						
3. Workshop						
4. Hand-outs						
5. Training Room						
6. Training Facilities						
7. Food/Beverages served						

II. RESOURCE SPEAKERS ( 1 – 4 rating, 4 being the highest)

A. Trainor

	Name of trainor/s					
1. Mastery of the subject matter						
2. Total speaking ability						
3. Method of instruction						
4. Clarity in answering questions						
5. Effective use of training materials						
6. Management of time						

B. Assistant Trainor

	Name of Trainor/s					
1. Knowledge of subject matter						
2. Sensitivity to participants' need						
3. Effective use of facilities						

III. COMMENTS/RECOMMENDATIONS

\_\_\_\_\_  
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