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COURSE EVALUATION FORM

Course: _____

Trainer(s)/ Facilitator(s): _____

Location: _____

Date: _____

It is important for IAS Training to quickly identify areas of improvement. We wish to identify improvements. This feedback helps us improve our training delivery. Please complete the form and leave it on your table at the end of the training session. It will be collected up by the training facilitator and forwarded to the IAS Training Manager. Help us serve you better.

Item	Met Participant Needs?				
	1 No	2	3 OK	4	5 Yes
Course Objectives:	√ *as appropriate below*				
Were you given the opportunity to help define them?					
Were they well defined?					
Were they achieved?					
Course Content:					
Was the material appropriate?					
Complexity (1=too complex or too simple←→Perfect=5)					
Was the material clear to you?					
Volume (1=too much or not enough←→Perfect=5)					
Did the handouts fit with this training - did they help?					
Trainer/Facilitator Methods:					
Did the trainer/facilitator allow sufficient discussion?					
Did the trainer/facilitator encourage participation?					
Did the trainer/facilitator help bring out new group ideas?					
Did the trainer/facilitator help close out discussions?					
Would you accept this trainer/facilitator again?					
Catering and Facility:					
Was the training facility appropriate for the course?					
Was the lunch and breaks service acceptable?					

Other comments:

_____

_____

_____

_____

_____

Name (Optional): _____