**EXAMPLATORY EVALATUATION QUESTIONNAIRE**

 INTRODUCTORY INFORMATION FOR THE TRAINER

The evaluation questionnaire is most often carried out at the end of the training. It is used to examine the satisfaction of participants of a given training. It can consist of both open and closed questions. The choice of questions depends on the trainer, the Employer and the specifics of the training.

Dear participants,

We kindly ask you to fill in the questionnaire below. The information collected thanks to your help is completely anonymous.

In the survey, on individual questions, we ask you to score the questions on a scale from 1 to 5 (where 1 means - very low, 2 - low, 3 - enough, 4 - high, 5 - very high) For each question, please select only one answer on the scale.

|  |
| --- |
| **Trainer**  |
| Score  | 1 | 2 | 3 | 4 | 5 |
| The trainer had good contact with the group (communication skills)  |  |  |  |  |  |
| Keywords/topics were explained in a clear and understandable manner  |  |  |  |  |  |
| The training was conducted with enthusiasm  |  |  |  |  |  |
| The given examples were a good source of knowledge  |  |  |  |  |  |
| I would be very likely to participate in another training conducted by this trainer  |  |  |  |  |  |

|  |
| --- |
| **General rating of the training**  |
| Score  | 1 | 2 | 3 | 4 | 5 |
| The training programme was set out in a logical manner  |  |  |  |  |  |
| The training/workshops met my expectations in terms of discussed substantive content. |  |  |  |  |  |
| The knowledge gained at the training is very useful in my professional work  |  |  |  |  |  |

|  |
| --- |
| **Training materials**  |
| Score  | 1 | 2 | 3 | 4 | 5 |
| The presentations and materials contained useful content  |  |  |  |  |  |
| The materials were of good quality  |  |  |  |  |  |
| The materials were relevant to the training/workshops  |  |  |  |  |  |

Additional comments:

…………………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………….

|  |
| --- |
| **Personal Information**(please select the appropriate answer)  |
| Sex: |
| * Male
 | * Female
 |

Thank you for your participation!