



## Training/Workshop Evaluation Form Template

Dear colleague,

Thank you for attending the *Name of Workshop* on *Date*! District-wide feedback is an important part of the planning and evaluation process at the College of the Sequoias (COS). This evaluation form provides you an opportunity to reflect on your experience with the information you received at the training/workshop.

Your participation in this evaluation is voluntary. Although your input is extremely valuable for the improvement of COS, no tangible compensation will be given for participation in the evaluation. Please note that your responses will be kept confidential. Evaluation/survey results will only be reported in the aggregate so that the privacy of the respondent is protected. The results will be analyzed by the Office of Research, Planning and Institutional Effectiveness, and will be forwarded to the appropriate COS offices and leadership to improve COS. This evaluation form will close on *Date* at *Time*.

Thank you for your participation.

## Training/Workshop Evaluation Form Template

### 1. Please indicate your level of agreement with the following statements about the training/workshop:

	Strongly Agree	Agree	Disagree	Strongly Disagree
The material presented in the training/workshop was easy to follow and understand.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The amount of material presented in the training/workshop was appropriate and reasonable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material presented in the training/workshop was helpful to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material presented in the training/workshop is applicable to my work area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The material presented in the training/workshop is relevant and useful to my professional development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I plan to implement information and/or strategies learned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Please answer the following questions about the training/workshop:**

Excellent

Very Good

Good

Poor

Very Poor

How would you rate the overall presentation skills and knowledge of the trainer(s)/ facilitator(s)?

What is your overall assessment of the training/workshop?

**3. What did you like most about this training/workshop?**

**4. What would have made the session more effective, interesting, etc.? Any suggestions for improvement?**

Thank you for completing this evaluation form/survey!