Wellbeing Software - Training Evaluation Form

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| --- | --- | --- |
| Name |  | Hospital |
| Role |  | |
| Course Title |  | |
| Course Date |  | |
| Course Venue |  | |
| Trainers Name |  | |

We would appreciate your honest and constructive comments. This will enable us to evaluate the effectiveness of training and help improve the quality of courses.

|  |  |  |  |
| --- | --- | --- | --- |
| What is your main reason for taking part in the course today? (Please tick as many as apply) | | | |
| It is part of your personal development plan |  | Your job or responsibilities have changed |  |
| To improve your skills or knowledge |  | It may be of some use in the future |  |
| New processes are being / have been introduced |  | You were asked to take part by your manager |  |
| Other, please specify… | | | |

Please rate the following between 1 and 4. Where you provide a rating of 1 or 2, please provide explanatory details via ‘Any Other Comments’

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Poor | Average | | Good | | Excellent | |
| 1 | 2 | | 3 | | 4 | |
| 1 | Awareness of the availability of training documentation |  | |  | |  | |  |
| 2 | All ‘key concepts’ were demonstrated effectively |  | |  | |  | |  |
| 3 | Was sufficient time allocated to cover all key concepts |  | |  | |  | |  |
| 4 | Confidence of being able to apply / utilise key concepts in your role |  | |  | |  | |  |
| 5 | Use of the System to support learning during the course |  | |  | |  | |  |
| 6 | Trainer’s knowledge of the key concepts covered |  | |  | |  | |  |
| 7 | Trainer’s ability to deliver training |  | |  | |  | |  |
| Which aspects of the course did you find most useful? | | | | | | | | |
| Do you think anything else should have been included - if so, what? | | | | | | | | |
| Any other comments? | | | | | | | | |

# Document Control

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| --- | --- | --- | --- | --- | --- |
| Title | | Wellbeing Software Training Evaluation Form | | | |
| Owner | | HSS Training Manager | | Date Created | 28/01/2019 |
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| Issue | Date | | Author / Editor | Details of Change | |
| V1.0 | 28/01/2019 | | Emma Savage-Mady | Rebranded Sign-in Sheet | |
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| Review Date | | | 28/01/2021 | | |