

ANNEX 6.2 Analysis questionnaire – STEP 2

Post Education and Training Evaluation Questionnaire

Training Event	
Date completing evaluation	Date of attendance
Job Role	
Base	

All questions must be completed after completing the course.

Information and comments on this form will be treated confidentially but will be used to help plan and design future courses and will form the basis of further training.

Thank you for your assistance.

		Not at all		Excellent			
1	0	1	2	3	4	5	6
<p>As a result of attending the above course, on a scale of 0-6 how much do you think the tools analysed could improve knowledge and skills?</p> <p>Comments</p>							

		0	1	2	3	4	5	6
<p>2 On a scale of 0-6 how far did the education / training meet the needs of the learners?</p> <p>Comments</p>								

		0	1	2	3	4	5	6
<p>3 On a scale of 0-6 how far did the style of the tool help the knowledge and skills?</p> <p>Comments</p>								

		0	1	2	3	4	5	6
<p>4 On a scale of 0-6 how adequately prepared were you to put your learning in to practice, following the training?</p> <p>Comments</p>								

	YES	NO
<p>5 Have you identified any gaps in your knowledge or skills since attending the education/training event?</p> <p>Comments</p>		

If you answered 'YES' to Q.5 please state clearly your training needs/gaps in knowledge

Please continue over the page.

6 Would you benefit from an update/refresher session? YES NO

(If you answered 'YES' please state how often)

How often?

7 Please give at least one example of when you feel you have used the knowledge and/or skills gained from a tool on the course.

Example(s)

8 Please give at least one example of when you feel the knowledge and/or skills gained on the course were of benefit to your work ***Benefit(s)***

Comments, compliments or remarks

Please provide your name and the address you would like your certificate of attendance sending to.

Name

Telephone Number

Address for Certificate

Email Address

Please complete and return to:

You are advised to keep a copy of the completed questionnaire as evidence for your appraisal/development review