

COBB COUNTY GOVERNMENT

Training Evaluation Form

Course Name: _____ **Date:** _____

Instructor: _____ **Location:** _____

Please take a moment to complete this training evaluation form. The information provided on this form will assist us in improving the course to better meet your training needs. Thank you.

Registration Process

- | | | | | |
|---|-----------|-------|-------|-------|
| 1. Did you receive a confirmation for this class? | [] | Yes | [] | No |
| 2. Did you receive a C.O.B.B. Academy schedule of events? | [] | Yes | [] | No |
| | | | | |
| | Excellent | Good | Fair | Poor |
| 3. Convenience of class time | [4] | [3] | [2] | [1] |
| 4. Convenience of class location. | [4] | [3] | [2] | [1] |

Comments on Registration Process: _____

Rate the Content

- | | | | | |
|--|-----------|-------|-------|-------|
| | Excellent | Good | Fair | Poor |
| 1. The course content was clear and well organized. | [4] | [3] | [2] | [1] |
| 2. The course met my needs and interests.
(if not, please explain below.) | [4] | [3] | [2] | [1] |
| 3. The visual aids (handouts, overheads, etc.) were effective. | [4] | [3] | [2] | [1] |
| 4. The information provided was practical and realistic. | [4] | [3] | [2] | [1] |
| 5. The information I learned could be applied to my job. | [4] | [3] | [2] | [1] |

Comments on the Course Content: _____

Rate the Instructor

- | | | | | |
|--|-----------|-------|-------|-------|
| | Excellent | Good | Fair | Poor |
| 1. The instructor defined the course objectives. | [4] | [3] | [2] | [1] |
| 2. The instructor's presentation was clear and to the point. | [4] | [3] | [2] | [1] |
| 3. The instructor was well prepared and knowledgeable. | [4] | [3] | [2] | [1] |
| 4. The instructor encouraged class participation. | [4] | [3] | [2] | [1] |
| 5. The instructor kept the session alive and interesting. | [4] | [3] | [2] | [1] |

Comments on the Instructor: _____

Overall Rating

	Excellent	Good	Fair	Poor
1. This course exceeded my expectations.	[4]	[3]	[2]	[1]
2. What is your overall rating of this event?	[4]	[3]	[2]	[1]
3. Did you actively participate in class? If not, please explain _____	[]	Yes	[]	No

How could this course be improved? _____

What have you learned from this course that you will apply on the job? _____

Do you have any suggestions for future courses? _____

*Thank you for taking the time to attend this program!
We look forward to seeing you in class again soon!*