

FORM A · SENT WITHIN 24 HOURS

Training Feedback Form

Your anonymous answers help us improve future trainings.

TRAINING

DATE

COHORT

PART 1 Your experience

Rate each statement from 1 (strongly disagree) to 5 (strongly agree).

01 The training content was relevant to my job.

Strongly disagree (1) (2) (3) (4) (5) Strongly agree

02 The amount of content was manageable in the time we had.

Strongly disagree (1) (2) (3) (4) (5) Strongly agree

03 The course material explained things clearly.

Strongly disagree (1) (2) (3) (4) (5) Strongly agree

04 Signing up for the training course was easy.

Strongly disagree (1) (2) (3) (4) (5) Strongly agree

05 I could access the session without trouble.

Strongly disagree (1) (2) (3) (4) (5) Strongly agree

06 How likely are you to recommend this training to a colleague?

Not likely (0) (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) Very likely

PART 2 What you learned

The next questions check what you learned and how you plan to use it.

07 Choose the best response to this scenario from the training.

Add a short scenario from the training with four answer options.

☐ A ☐ B ☐ C ☐ D

08 Put these steps in the order you would complete them.

List the steps from the training in random order.

09 How confident are you that you can complete the main task on your own?

Not confident ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Very confident

10 How likely are you to use this skill at work in the next two weeks?

Not likely ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Very likely

11 What might stop you from using this at work?

12 What is one thing we should change about this training?

13 Optional: Which team are you on, and what is your role?

FORM B · SENT AT 30 DAYS AND 60 TO 90 DAYS

Training Evaluation Form

TRAINING

TEAM · ROLE

COURSE · COHORT

LEARNER · 30 DAYS

Using what you learned

Send these questions to the learner about 30 days after the training.

01 Since the training, have you been able to complete the main task it taught?

☐ Yes ☐ Partly ☐ No

If not, what made it difficult?

02 How often do you complete that task now?

☐ Daily ☐ Weekly ☐ Monthly ☐ Not yet

03 What did you need on the job that the training did not cover?

04 Which parts of the training were not relevant to your work?

05 How useful were the help center and other resources after the training?

Not useful (1) (2) (3) (4) (5) Very useful

06 Has your manager talked with you about using what you learned?

☐ Yes ☐ No

MANAGER · 30 DAYS

What changed on the job

Send these questions to the learner's manager at the same 30 day mark.

07 What has this person or team done differently since the training?

08 How much has their work on the main task changed?

☐ Not at all ☐ A little ☐ A lot

09 What support have you given them to use the new skill?

10 What still gets in the way?

MANAGER · 60–90 DAYS

Business results

Send these final questions to the manager 60 to 90 days after the training.

11 How long does the main task take now, compared with before the training?

12 Have errors, rework, or support tickets on that task changed?

☐ Up ☐ Same ☐ Down

13 Which business results have moved since the training?

14 What else changed in the same period that could explain the difference?

Set up Form B so every response carries team, role, course, and cohort, so you can compare answers with your business metric.