

Feedback Form

I would appreciate if you could give me a small amount of your time to complete the following feedback form so that future training courses can be improved. There are less than 10 questions (just!) in total and the feedback form shouldn't take more than 1-2 minutes to fill-in. Please be as honest as you can because genuine feedback - both positive feedback and constructive criticism allows me to accurately understand what did and didn't work. Let me know if you don't want the feedback answers to be used for testimonials. Thank you!

Name:	Catherine Rainey
Department:	Manchester Internal Sales
Course Title:	Outlook, word

How would you rate the training course?

Poor 1	2	3	4	5	6	7	8	9	Excellent 10
								✓	

What were the most useful topics that the training covered?

tips for organising ~~and~~ outlook

Are there any topics that you would like to know more about?

Were there any topics that you do not think you will use?

How could the training be improved?

For example...Was the room suitable? Was everyone at the same level? Did the trainer deliver the training at the right pace? Were useful topics covered?

Pace was good

Implementing what you have learnt today, as a percentage, how much more efficient would you rate yourself?

20	%
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Using up to four words, how would you describe the training delivered?

Informative, friendly, appropriate, concise