

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:	Sarah Hitchings
Department:	Internal Sales
Course Title:	Outlook - Powerpoint & 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?

Microsoft word - so much information was provided that I was not aware and will make things alot easier in future.

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

None.

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

None at all.

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?

The room was suitable, everyone was at the same level, the trainer delivered at the right pace. All the topics were very very useful.

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

80% more efficient on word, outlook & powerpoint

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

Excellent training & well worth doing