

Microsoft EXCEL 2016 Workshop Evaluation Form

Dear Trainee,

We have a special assignment for you during this workshop. We would greatly appreciate it if you would answer a few questions about your training experience. This will help us make your next experience even better! Please return this form immediately to your trainer after the workshop.

Thank you!
Your Training Team

Workshop Information

Name of Workshop:	MICROSOFT EXCEL 2016 – BEGINNERS LEVEL
Venue of Training:	
Duration of Training:	THREE (3) DAYS

Your Detail (if optional)

Name:	
Position held in organisation:	

Evaluation – Circle each box of your choice	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The trainer(s) were knowledgeable with the topics	1	2	3	4	5
The trainer(s) were organised and prepared	1	2	3	4	5
The trainer(s) presentation and organisation style made the workshop helpful with co-assistant	1	2	3	4	5
The format of the workshop was conducive to learning the topic	1	2	3	4	5
The overall quality of the session, including hands on exercises, demonstrations done by the trainer(s), the explanation and the course content met my needs	1	2	3	4	5
The training was worthwhile of my time learnt at the workshop	1	2	3	4	5
The training will be beneficial to me in the performance of my job	1	2	3	4	5
The training gave me specific ideas and tools to implement in my workplace	1	2	3	4	5
The training facility was well-equipped and comfortable	1	2	3	4	5

Final Thoughts

Which topic or aspects of the session did you find most interesting or useful? List by points

Which topic or aspects of the session were the least valuable? List by points

What suggestions do you have for improving this workshop?

Any additional comments?

For Quality Assurance, ITJTC team will conduct follow-up survey to determine the impact of training outcome in your future work experience. Kindly provide us your contact details.

Telephone (work): _____ / Cell phone: _____ Email: _____