Venue:

Date:

**SELF-EVALUATION LIST OF TRAININGS FOR CITIZENS AND PUBLIC SECTOR**

|  |
| --- |
| The general organisation of the training |
| Grading  | Poor | OK | Good | Very Good | Excellent |
| Relevance of the topic  | 1 | 2 | 3 | 4 | 5 |
| Usefulness of the acquired knowledge | 1 | 2 | 3 | 4 | 5 |
| Rating of the methodology of working with participants | 1 | 2 | 3 | 4 | 5 |
| Rating of prepared training materials | 1 | 2 | 3 | 4 | 5 |
| Rating organization | 1 | 2 | 3 | 4 | 5 |
| Rating of working conditions | 1 | 2 | 3 | 4 | 5 |
| Rating interactivity in training | 1 | 2 | 3 | 4 | 5 |
| Rating transferability of acquired knowledge | 1 | 2 | 3 | 4 | 5 |
| Rating of satisfaction of participation in training | 1 | 2 | 3 | 4 | 5 |
| Assessing the fulfilment of expectations regarding training | 1 | 2 | 3 | 4 | 5 |
| The overall rating training | 1 | 2 | 3 | 4 | 5 |

Comment:

|  |
| --- |
| General participant expectations |
| Grading  | Poor | OK | Good | Very Good | Excellent |
| Overall impression | 1 | 2 | 3 | 4 | 5 |
| Manner of presentation | 1 | 2 | 3 | 4 | 5 |
| Scope of material | 1 | 2 | 3 | 4 | 5 |
| Tempo | 1 | 2 | 3 | 4 | 5 |
| Examples | 1 | 2 | 3 | 4 | 5 |
| Practical exercises | 1 | 2 | 3 | 4 | 5 |
| My expectations were met | 1 | 2 | 3 | 4 | 5 |

Comment:

|  |
| --- |
| Evaluation of trainer |
| Grading  | Poor | OK | Good | Very Good | Excellent |
| Quality of presentations | 1 | 2 | 3 | 4 | 5 |
| Quality of prepared material | 1 | 2 | 3 | 4 | 5 |
| Relationship with participants | 1 | 2 | 3 | 4 | 5 |
| Enabling active participation of participants | 1 | 2 | 3 | 4 | 5 |
| Quality of the training organization  | 1 | 2 | 3 | 4 | 5 |
| Overall rating of trainer | 1 | 2 | 3 | 4 | 5 |

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the training, which will be taken into account when organising future trainings.

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