

KIBABII UNIVERSITY- ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS		
ISSUED FOR USE IN 2020	POST TRAINING EVALUATION FORM FOR HEADS OF DEPARTMENTS	REF: KIBU-ADM-F-041



**KIBABII UNIVERSITY**

## **POST TRAINING EVALUATION FORM FOR HEADS OF DEPARTMENTS**

**2022**



**Kibabii University ISO 9001:2015 Certified**  
**Knowledge for development**

## PART 1- PERSONAL DETAILS

NAME: ..... PF. NO: .....

DEPT: .....

FACULTY: .....

TRAINING ATTENDED: .....

### OBJECTIVES OF TRAINING:

## PART 2- EVALUATION CRITERIA

The following statements concern if the training attended by your member of staff has improved their performance. On a scale of 5-1; where 5=Excellent 4=Good 3=Average 2=Poor 1= Weak

TRAINING EVALUATION FORM						
S/NO.	EVALUATION FACTOR	5	4	3	2	1
1.	The employee is able to apply knowledge and skills learnt during the training to his/her job					
2.	Employees work requires the knowledge and skills presented in the training					
3.	Adequate resources were provided to attend the training					
4.	Training was a worthwhile investment in employees' career growth					
5.	The training objectives are being implemented in employee's daily work					
6.	I recommend / Not recommend this training to other members of staff					
7.	The trainings has improved employee's performance (Give details, if any, in space provided below).					

Comments:.....

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CoD/HoD's Name: ..... Signature: .....



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