

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**

2024



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

PART 1- PERSONAL DETAILS (To be filled by Admin &HR Dept.)

NAME: PF. NO:

DEPT:

FACULTY:

TRAINING ATTENDED:

OBJECTIVE 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=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree

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.	The employee's work requires the knowledge and skills presented in the training					
3.	Adequate resources were provided to attend the training					
4.	The training was a worthwhile investment in employee's career growth					
5.	The training objectives are being implemented in employee's daily work					
6.	I recommend this training to other members of staff					
7.	The trainings has improved the 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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