

<b>KIBABII UNIVERSITY- ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS</b>		
<b>ISSUED FOR USE IN 2020</b>	<b>POST TRAINING EVALUATION FORM FOR EMPLOYEES</b>	<b>REF: KIBU-ADM-F-041</b>



**KIBABII UNIVERSITY**

**POST TRAINING EVALUATION  
FORM FOR EMPLOYEES**

**2024**



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

A. Name of Employee (Optional): .....

B. Name of Training.....

C. Training Provider: .....

D. Course Facilitator(s):

No.	Name
1.	
2.	
3.	

E. Training Date(s): .....

**F. Course Offering**

*Please Tick in the Appropriate Box*

5                      4                      3                      2                      1

**Strongly Agree                      Agree                      Neutral                      Disagree                      Strongly Disagree**

S/NO	EVALUATION FACTOR	5	4	3	2	1
1	The course content met my needs/ requirements					
2	The presentation matched the description in course content.					
3	The topics were delivered as stated in the course timetable.					
4	There were enough training aids & equipments					
5	The answers the facilitators gave to participants' questions were clear.					
6	The facilitators provided illustrative examples.					
7	The training was well facilitated.					
8	The training allowed participants to use practical skills related to important concepts.					
9	The training was an effective way for participants to learn important information.					
10	Participants were actively engaged in the training.					

Comments? (Please elaborate)

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**G. The Course Facilitator(s)**

*Please Circle in the Appropriate Box*

**5=Excellent 4=Very Good 3=Good 2=Fair 1=Poor**

S/No	EVALUATION FACTOR	Excellent	Very Good	Good	Fair	Poor
1.	Knowledge and adherence to the subject	5	4	3	2	1
2.	Preparation for each class	5	4	3	2	1
3.	Communicated material effectively	5	4	3	2	1
4.	Responded well to participants questions	5	4	3	2	1
5.	Established positive rapport with participants	5	4	3	2	1

Comments? (Please elaborate)

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**H. Additional Questions**

i) Please give any other additional comments or suggestions that you may have with regard to the entire training programme

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ii) Briefly outline how this training was of value addition to Kibabii University as an Organization

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