TFS OUT-OF-STATE TRAINING EVALUATION FORM

Name: ____________________________________

Training Attended: _____________________________________________________________________

Location: __________________________________ Date(s): _______________________________

In order to gauge the effectiveness of training that employees attend outside of Texas, we ask that you please provide feedback on the items listed below. If more room is needed, you may attach additional pages.

Registration Process  (Was enough information given leading up to your training?)

□ Exceeded my Expectations  □ Fulfilled my Expectations  □ Failed to Meet my Expectations
Comments___________________________________________________________
__________________________________________________________________
__________________________________________________________________

Travel  (Consider travel method, directions provided, lodging, meal availability, locations, etc.)

□ Exceeded my Expectations  □ Fulfilled my Expectations  □ Failed to Meet my Expectations
Comments___________________________________________________________
__________________________________________________________________
__________________________________________________________________

Instructor(s)  (Consider knowledge of the subject, experience, instructing style, etc.)

□ Exceeded my Expectations  □ Fulfilled my Expectations  □ Failed to Meet my Expectations
Comments___________________________________________________________
__________________________________________________________________
__________________________________________________________________

Course Content  (Was the course an effective use of your time, and did the course meet your expectations?)

□ Exceeded my Expectations  □ Fulfilled my Expectations  □ Failed to Meet my Expectations
Comments___________________________________________________________
__________________________________________________________________
__________________________________________________________________

Would you recommend this training to others? Why or why not?
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Additional Comments:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________