

Trainer(s):

Training:

Date:

Reference #:

**Palm Beach State College
CCE Workshop Evaluation**

<u>Professionalism</u>	Excellent	Good	Fair	Poor
Trainer showed respect and consideration	4	3	2	1
Trainer demonstrated diversity awareness	4	3	2	1
Trainer promoted the importance of learning	4	3	2	1
The information delivered was respectful of all members of the audience	4	3	2	1
<u>Learning Environment</u>				
Trainer created a comfortable cross-cultural environment that encouraged all to achieve	4	3	2	1
Trainer engaged audience in dialogue that supports new information and ideas	4	3	2	1
Trainer set up room arrangement for learning	4	3	2	1
Trainer kept training focused and on schedule	4	3	2	1
Handouts and presentation materials helped in the learning process	4	3	2	1
<u>Presentation</u>				
Subject matter was delivered clearly and effectively using encouragement, enthusiasm, appropriate body language and word choice	4	3	2	1
Learning occurred alone and in groups	4	3	2	1
A variety of presentation techniques were used	4	3	2	1

	Excellent	Good	Fair	Poor
Training met the needs of the participants	4	3	2	1
Trainer listened to and responded to participant comments	4	3	2	1
Participant gained an understanding of how to use what was learned in the training at work	4	3	2	1
Training was well-organized and easy to follow	4	3	2	1
Technology was used to improve learning	4	3	2	1
<u>Instruction</u>				
Trainer showed knowledge of the subject	4	3	2	1
Objectives were identified at the beginning of the workshop, and explained throughout	4	3	2	1
Trainer asked for feedback throughout the training	4	3	2	1
Trainer linked content to previous learning	4	3	2	1
Trainer encouraged thinking about new ideas	4	3	2	1
<u>Assessment</u>				
Trainer checked for understanding throughout the training	4	3	2	1
Trainer discussed understanding of objectives	4	3	2	1
Trainer checked if needs met	4	3	2	1

Comments _____

