**Sample Evaluation Form**

**Date:** …………………………………………………………………………………………………………………………………

**Location:** ……………………………………………………………………………………………………………………………

**Name of trainer:** ………………………………………………………………………………………………………………

 Thank you for attending today. Please indicate your level of agreement with the statements below:

  **Strongly Agree Neutral Disagree Strongly**

 **Agree Disagree**

1. The training met my expectations. □ □ □ □ □
2. The topics covered are relevant to me. □ □ □ □ □
3. The content was organised and easy to □ □ □ □ □

follow.

1. The materials distributed were helpful. □ □ □ □ □
2. I will be able to apply the knowledge □ □ □ □ □

learned.

1. The session was well prepared. □ □ □ □ □

1. The presenters were knowledgeable □ □ □ □ □

 about their topics.

1. Participation and interaction were □ □ □ □ □

encouraged.

1. The time allotted was sufficient. □ □ □ □ □
2. The meeting room and facilities were □ □ □ □ □

 adequate and comfortable.

1. What key areas of this training will you are able to use in your Cathedral volunteering / work role?

**Please turn over …**

1. What did you like most about today’s session?
2. Is there anything that could be improved or delivered in a different way?
3. How would you rate the session overall?

 Excellent Good Average Poor Very Poor

 □ □ □ □ □

1. Have you any further comments about this training?
2. Have you done this training before and this is refresher training? Yes □ No □
3. Is there any other training that you think would be useful for volunteers at the Cathedral?

Your feedback is appreciated and will help us to develop and improve future sessions. Thank you!

**Please hand this form in before you leave** or return as soon as possible to the Volunteers Department,