



**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
INFORMATION TECHNOLOGY DIVISION**

Project Training Evaluation Form

Title of training : _____ Date : _____

Trainer's / Project Manager : _____ Unit : _____

Nature of the Training : Skills () Knowledge () Refresher ()

Remarks:-

Kindly rate (Scale 1 – 5) the training for our improvement and future reference.

Strongly Agree	Agree	Fairly Agree	Disagree	Totally Disagree
5	4	3	2	1

1) TRAINER'S/PROJECT MANAGER (PM)

- a) The trainer's/PM was knowledgeable about the project
- b) The trainer's/PM was prepared and organized for the training
- c) The trainer's/PM was competent in the area of training
- d) The trainer's/PM's energy and enthusiasm kept participants actively engaged
- e) Ability to anticipate and analyze problems

2) COURSE MATERIALS

- a) The scope of material was appropriate to meet user's requirement
- b) The material was organized and easy to follow
- c) The examples presented helped the user to understand the system
- d) The materials (manuals, handouts, etc) distributed were pertinent and useful

3) SUGGESTION/COMMENTS

How can we improve the training to make it useful to you?

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Name / Staff No. : _____

K/C/D/I/O : _____