

Engineering Science Institute for Training (Esi)

Riyadh, Saudi Arabia

Policy and Procedure

On

“Course, Training Facilities and Trainer’s Evaluation”

Document No.: Esi/P&P/0503/Rev. 01

Course Title: _____

Trainer’s Name: _____

Course Duration (Dates): _____

Dear Trainee,

The purpose of this questionnaire is to evaluate your opinions about skills of the Trainer, Training Materials, Duration of the Course, Facilities, Utilities, etc. that are provided during the Training Course. Therefore, please provide your fair assessment, which shall enable Esi to make the required improvements in its future courses. Please note, all the information, data, comments and recommendations shall be strictly treat as “Secret” and shall use only to accomplish the required purpose. Please complete the below tables by putting tick mark (✓) against each description in the appropriate column and provide your narrative comments and recommendations in the last Section ‘E’ of this Policy Document.

Section ‘A’: Trainer’s Competence and his Training Techniques

S. #	Description	Level of Evaluation				
		Poor	Average	Good	V. Good	Excellent
1	Subject knowledge of the Trainer.					
2	Trainer’s demonstration, clarity and technique of delivering lecture.					
3	Trainer’s interaction with the trainees to make them understand effectively and clarification (if needed).					
4	Trainer’s Punctuality and utilization of the time and completion of the course.					
5	Conducting of Revisions and Clarification (if needed).					

Section 'B': Quality of Training Materials

S. #	Description	Level of Evaluation				
		Poor	Average	Good	V. Good	Excellent
1	Quality of the Training Kit (Training Manual, Handouts, Worksheets, Revision Sheets, etc.)					
2	The Course Materials are included all the required topics and contain examples & case studies (if necessary).					

Section 'C': Facilities provided during Training

S. #	Description	Level of Evaluation				
		Poor	Average	Good	V. Good	Excellent
1	Reception of the Trainees at the Training Venue and co-operation & assistance of Esi staff.					
2	Supply of Stationary and other Training Aids.					
3	Frequency of Breaks and Quality of Items that are served in lunch (If any), beverages, etc.					

Section 'D': Training Venue

S. #	Description	Level of Evaluation				
		Poor	Average	Good	V. Good	Excellent
1	Convenient location of the Training Venue.					
2	Seats, Cleanliness and Hygiene at the Training Venue.					
3	Car Parking Facility, Utilities, Toilets,					

Section 'E': Narrative Comments and Recommendations

***** Nothing Follows *****