

## Reaction Sheet

(For each statement below circle the number that best describes the statement)

	Poor	Fair	Good	Excellent
1. Overall rating of the programme	1	2	3	4
2. Objectives of the programme were met	1	2	3	4
3. Effectiveness of the instructor	1	2	3	4
4. Relevance of the topics to my job	1	2	3	4
5. Training facilities	1	2	3	4
6. Length of duration	Too long	Too short	Just right	
7. Would you recommend this course to your colleagues?	Yes		No	



## Workshop Evaluation Form

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Name \_\_\_\_\_

- 1) I feel what I've learned is :  
 \_\_\_\_\_ of outstanding value  
 \_\_\_\_\_ of significant value  
 \_\_\_\_\_ of some value  
 \_\_\_\_\_ of little value  
 \_\_\_\_\_ of no value
- 2) Overall, I consider the workshop :  
 \_\_\_\_\_ outstanding  
 \_\_\_\_\_ very good  
 \_\_\_\_\_ fair  
 \_\_\_\_\_ poor
- 3) Length of Workshop :  
 \_\_\_\_\_ too long  
 \_\_\_\_\_ just right  
 \_\_\_\_\_ too short
- 4) Amount of material covered :  
 \_\_\_\_\_ too much  
 \_\_\_\_\_ just about right  
 \_\_\_\_\_ too little
- 5) Material was presented :  
 \_\_\_\_\_ clearly  
 \_\_\_\_\_ somewhat clearly  
 \_\_\_\_\_ passably  
 \_\_\_\_\_ not clearly
- 6) The Instructor :  
 \_\_\_\_\_ in good control of Class & Material  
 \_\_\_\_\_ in fair control  
 \_\_\_\_\_ in poor control
- 7) Skills I feel I have improved :  
 \_\_\_\_\_
- 8) How I will apply what I've learned on the job :  
 \_\_\_\_\_  
 \_\_\_\_\_
- 9) I would be interested in a follow-up course : No \_\_\_\_\_ Maybe \_\_\_\_\_ Yes \_\_\_\_\_
- 10) I would \_\_\_\_\_ would not \_\_\_\_\_ like to see other people in the company take this workshop : If yes who \_\_\_\_\_
- 11) I know of additional individuals/corporations who would benefit from the workshop :  
 No \_\_\_\_\_ Yes \_\_\_\_\_  
 If yes who \_\_\_\_\_
- 12) Additional Comments are welcome  
 \_\_\_\_\_  
 \_\_\_\_\_

**American Society for Training and Development  
ASTD's 49th National Conference and Exposition**

**CONCURRENT SESSION EVALUATION**

Session Title \_\_\_\_\_ Session Code \_\_\_\_\_

Please evaluate this session by circling the appropriate number for the overall session followed by the individual presenter(s).

	EXCEL- LENT	GOOD	FAIR	POOR
Overall session	4	3	2	1
Clarity of session content	4	3	2	1
Relevance of content to you	4	3	2	1
Application to current job	4	3	2	1
Usefulness of handouts	4	3	2	1
Quality of visual aids	4	3	2	1
<b>PRESENTER(S)</b>				
1. _____				
Overall performance	4	3	2	1
Knowledge of subject	4	3	2	1
Presentation skills	4	3	2	1
Ability to respond to questions	4	3	2	1
2. _____				
Overall performance	4	3	2	1
Knowledge of subject	4	3	2	1
Presentation skills	4	3	2	1
Ability to respond to questions	4	3	2	1
3. _____				
Overall performance	4	3	2	1
Knowledge of subject	4	3	2	1
Presentation skills	4	3	2	1
Ability to respond to questions	4	3	2	1

The overall level of the content presented was  Too advanced for me  Just right  Too basic for me

Did the presenter(s) inappropriately promote their products/services?  Yes  No

General comments on the session or presenter(s). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# We'd like to know what you think.....

COURSE NAME : \_\_\_\_\_

DATE : \_\_\_\_\_

Please answer all the questions frankly by ticking (✓) so as to help us make a good evaluation of the course.

Rating 1 - 5

1	2	3	4	5
Lowest		Average		Highest

1. How did you find the course?

1	2	3	4	5
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Comments \_\_\_\_\_

\_\_\_\_\_

2. How much did you gain from the course?

1	2	3	4	5
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Comments \_\_\_\_\_

\_\_\_\_\_

3. How far did the course achieve its objectives?

1	2	3	4	5
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Comments \_\_\_\_\_

\_\_\_\_\_

4. The following topics should be :

(a) Omitted \_\_\_\_\_

\_\_\_\_\_

(b) Included \_\_\_\_\_

\_\_\_\_\_

(c) Emphasised more \_\_\_\_\_

\_\_\_\_\_

(d) Emphasised less \_\_\_\_\_

\_\_\_\_\_

5. Was the course content relevant to your present or future job?

1	2	3	4	5
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6. How were the meals and tea breaks?

1	2	3	4	5
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7. How was the accommodation? (For residential course only)

1	2	3	4	5
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8. Conduct of sessions

Rating : 1 - Insufficient      2 - Adequate      3 - Too Much

(a) Was the time/length of the course adequate?

1	2	3
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(b) Were there adequate exercises/discussions?

1	2	3
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9. Suggestions/recommendations for future courses

\_\_\_\_\_

\_\_\_\_\_

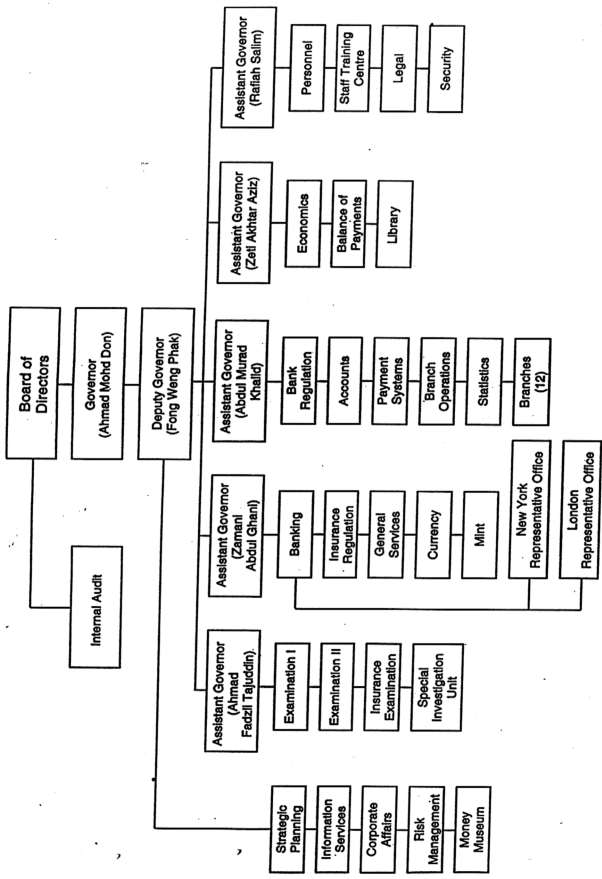
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**Sample Items From A**  
**Confirmation Programme to Evaluate Officer's Knowledge**  
**on Completion of Training**

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1. Which of the following is matched correctly?
  - A. Finance companies - Overdraft facilities
  - B. Commercial banks - Hire purchase finance
  - C. Merchant banks - Underwriting
  - D. Discount houses - Trade financing
  
2. The export proceeds of Malaysians must be brought back to Malaysia within \_\_\_ months.
  - A. 3
  - B. 6
  - C. 9
  - D. 12
  
3. Which of the following is a commercial paper?
  - A. Cagamas Bonds
  - B. Bank Negara Bonds
  - C. Treasury Bonds
  - D. Malaysian Government Securities
  
4. Banking institutions in Malaysia are required to maintain a minimum risk-weighted capital ratio of:
  - A. 7.5%
  - B. 8.0%
  - C. 9.0%
  - D. 10.0%

# Bank Negara Malaysia : Organisation Structure



**Feedback Form**

(To be filled by participant's immediate supervisor)

Course : Clerical Development Workshop

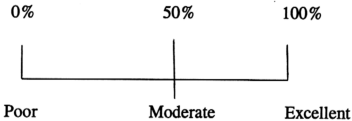
Date :

Participant's Name :

The skills to be taught are as listed. For every item, please fill in columns 1 and 2 using the scale below. Your comments would also be helpful.

Column 1 : Rate the participant using a scale of 0 - 100% before the training

Column 2 : Rate the participant using a scale of 0 - 100% after the training



Skill	1 % Before Training	2 % After Training
1. Managing Time and Planning Work Effectively		
2. Oral Communication Skills		
3. Self Confidence		
4. Telephone Etiquette		
5. Interpersonal Relations		