

Training Evaluation Sheet

(Hot Sheet)

CF/O-17 Revised 1/16

(mandatory)

This form is used to compile and summarize Training Evaluations, participant comments, and suggestions for trainings staff have attended. The information collected is used to determine if the trainer, subject and materials given were well presented and if the trainer will be requested for future trainings. The Evaluation is given at the end of the training and is collected by the trainer to be included in the completed Training Packet. The training packet is returned to Event Planner who verifies all documents are completed. After date stamping the Training Packet is given to the Data Technician for data entry. Evaluation completed as follows:

1. On **Session Title** line enter the Name of the Training and Date the training took place.
2. On **Your Position** line put the Evaluations in order by positions of staff that attended and enter **For example: Master Teacher x5; Site Supervisor x1; Child Care Specialist x7.**
3. On **Head Start Agency** line enter the name of all agencies that attended the trainings **For Example: SCOE; PVUSD; EUSD; CCCDS.**
4. On numbers 1-5 participants are asked to rate the trainings based on **Content, Relevance, Clarity, Responsiveness and Effectiveness.** Tally the number of attendants who thought the training was **Very Good, Good, Fair or Poor For Example: on number 1. Contents of the sessions** if tally totals **5** enter **5** for **Very Good**; if tally totals **7** enter **7** for **Good** and so on.
5. On questions **6-8** and **Next Steps** enter the participant comments **For Example: Question number 6:**

6. Which part of the event was most helpful?

- The Power Points & Worksheets.
 - Group Activities.
 - Open ended questions.
 - Demonstrating/examples
6. Once all comments have been entered one completed copy is printed and added to the training packet. Original evaluations are recycled. Evaluations are emailed to the T/TA Coordinator of ECE, CFS Planning Coordinator, Trainer and Trainer's Supervisor if trainer is SCOE staff. Training Packet to be LaserFiche. Flyer and Original Signatures filed in current year binder.