

**SELF-EVALUATION REPORT**

**OF TRAINING**

|  |  |
| --- | --- |
| Type | Training |
| Institution |  |
| Reporting date |  |
| Report author(s) |  |

**TRAINING DESCRIPTION**

**with special reference to goals and outcomes**

|  |  |
| --- | --- |
| Number of participants at the training |  |
| Training description | |
|  | |

**Attachments**

|  |  |
| --- | --- |
| **Attendance list (pdf)** | Title |
| **Photos (jpg)** | Title(s) |
| **Presentations (pdf)** | Title(s) |
| **Other personal remarks** | |
|  | |

**Organisation details**

|  |  |
| --- | --- |
| **Invitation sent to** |  |
| **Date of training material release** |  |
| **Date of participants list's finalisation** |  |
| **Number of participants (according to the participants list)** |  |
| **Comments** | |
|  | |

**Problems encountered during the training preparation phase**

|  |
| --- |
| Please add your comments, if any: |

**Strengths and limitations of the training** (please include comments received)

|  |  |
| --- | --- |
| **Strengths of the event and contributions or activities by participants** |  |
| **Suggestions for the improvement** |  |
| **Any further comments** |  |

**Evaluation details**

**Results of evaluation the general organization of the training**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | General organization of training | | | | | | | Grading | Very poor | Poor | Good | Very Good | Excellent | | Relevance of the topic |  |  |  |  |  | | Usefulness of the acquired knowledge |  |  |  |  |  | | Rating of the methodology of working with participants |  |  |  |  |  | | Rating of prepared training materials |  |  |  |  |  | | Rating organization |  |  |  |  |  | | Rating of working conditions |  |  |  |  |  | | Rating interactivity in training |  |  |  |  |  | | Rating transferability of acquired knowledge |  |  |  |  |  | | Rating of satisfaction of participation in training |  |  |  |  |  | | Assessing the fulfilment of expectations regarding training |  |  |  |  |  |   Add Figure |

**General participant expectations**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | General participant expectations | | | | | | | Grading | Very poor | Poor | Good | Very Good | Excellent | | Overall impression |  |  |  |  |  | | Scope of material |  |  |  |  |  | | Examples |  |  |  |  |  | | Practical exercises |  |  |  |  |  | | My expectations were met |  |  |  |  |  |   Add Figure |

**Evaluation of trainers**

|  |
| --- |
| **Description** |
|  |
| **Table/Figure** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Evaluation of trainers | | | | | | | Grading | Very poor | Poor | Good | Very Good | Excellent | | Quality of presentations |  |  |  |  |  | | Quality of prepared material |  |  |  |  |  | | Enabling active participation of participants |  |  |  |  |  |   Add Figure |

Please indicate your suggestions for further event’s improvement:

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This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.