

**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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