

Session planning Form

Training topic	Specific needs and training comments	Session duration (hours)	Selected training activity	Activity duration (hours)	Total duration (hours)
Topic 1					
Topic 2					
Topic 3					
Topic 4					
Topic 5					
Topic 6					
Topic 7					
Topic 8					
Topic 9					
Topic 10					
Topic 11					
Topic 12					
Topic 13					
Topic 14					
Topic 15					
Site visits and other excursions					
Approximate total					

Training course evaluation Form

Name of training course:
Dates of training course:
Name of trainer:

Presentation of individual topics
 Which topics were the most interesting or useful and which were the least? Could you please make a brief comment explaining your reason.

most interesting	least interesting

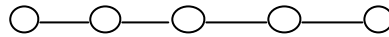
Comments:
 Are there any topics that you think could be added to, or deleted from, the course?

Impressions of training course as a whole

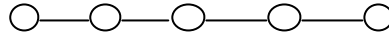
Tick the circle that best describes your feelings about the training course

○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
poor coverage of subjects	good coverage of subjects
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
hard to understand	easy to understand
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
too general	too specific
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
boring	interesting
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
insufficient background information	too much background information
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
not informative	informative
○ — ○ — ○ — ○ — ○	○ — ○ — ○ — ○ — ○
not relevant to my needs	very relevant to my needs

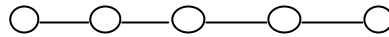
Training course evaluation Form



participant handbook inadequate participant handbook very adequate



training not well organised training well organised



trainer had insufficient knowledge of subject trainer had very good knowledge of subject

Comments:

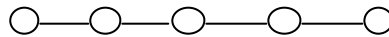
How could the training course be improved?

Will the participant handbook be useful to you in the future?

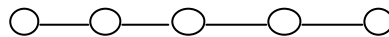
What follow up activities or materials would you like to see?

Course administration and facilities

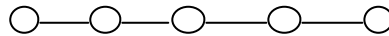
Tick the circle that best describes your feelings about the course administration and facilities.



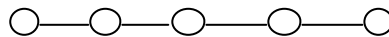
poor course administration good course administration



poor course facilities good course facilities



poor accommodation good accommodation



poor meals and refreshments good meals and refreshments

Comments:

Your professional background:

Your organisation/agency/institution:

Your position/function:

Your first language is:
