

Training Impact Assessment Proforma for 2019-20

Name of Employee :
Designation :
Place of Posting :
Title of Training :
(only 1 training attended)
Training organization :
Dates of Training :
Age :
Gender :
Year of Experience :

Feedback by the TRAINEE on the impact of Training on his/her job

Rating Scale

1: To the Least Extent, 2: To Some Extent, 3: To a Considerable Extent, 4: To a Great Extent, 5: To the Greatest Extent

S. No.	Parameter	Rating (Rating as per the above Scale)	Remarks (Any related remarks)
1.	To what extent did the said training address your training needs?		
2.	To what extent can you relate the learning of the training to your job?		
3.	To what extent are you able to apply the learning of the said training in your job?		
4.	To what extent did the training help you to improve your job performance?		
5.	To what extent has been the improvement in your job performance, when you compare the pre-training scenario and the post- training scenario?		
	Question	Answers (Relevant answer to the question beside)	
1.	Has there been required learning derived from the said training program?		
2.	Have been there any other factors that inhibited you from applying in your job, the learning derived from the said training? If so, what are they?		
3.	What are your suggestions to effectively improve the application of learning from the said training?		

4.	What are the major improvement in your job performance, after attending the said training?	
5.	The individual/ as well as team performance has improved since attending the training.	Yes /No
6.	Mention one area improved the most	
7.	Noticeable fewer errors are being committed and more accuracy has been achieved.	Yes /No
8.	The required skill to perform a specialized task has been achieved.	Yes /No
9.	There is a visible change in quality commitment compared to the pre-training period.	Yes /No
10.	Any other remarks you wish to make?	

Name & Signature of Employee

**Feedback by the TRAINEE'S SUPERVISOR (REPORTING OFFICER) on the impact of
Training on his/her job**

Rating Scale

1: To the Least Extent, 2: To Some Extent, 3: To a Considerable Extent, 4: To a Great Extent, 5: To the Greatest Extent

S. No.	Parameter	Rating (Rating as per the above Scale)	Remarks (Any related remarks)
1.	To what extent did the said training address the trainee's training needs?		
2.	To what extent in the trainee able to relate the learning of the training to the job?		
3.	To what extent is the trainee able to apply the learning of the said training in the job?		
4.	To what extent did the training help the trainee to improve his/her job performance?		
5.	To what extent has been the improvement in the trainee's job performance, when you compare the pre-training and the post- training scenarios?		
	Question	Answers (Relevant answer to the question beside)	
6.	Has there been other factors that inhibited trainee from applying the learning in his/her job? If so, what are they?		
7.	What are you suggestions to effectively improve the application of learning from the said training?		
8.	What are the major improvements in the trainee's job performance, after attending the said training?		
9.	He/ She has been applying the learning from the training programme.	Yes / No	
10.	He/ She has been actively looking for a scope to apply the learning from the training programme.	Yes / No	

11.	There are off course noticeable changes in post-training work accomplishment behaviour.	Yes / No
12.	There is a visible change in confidence of the trainee.	Yes / No
13.	The individual/ as well as team performance has improved since attending the training.	Yes /No
14.	Mention one area improved the most	-----
15.	Noticeable fewer errors are being committed and more accuracy has been achieved.	Yes /No
16.	The required skill to perform a specialized task has been achieved.	Yes /No
17.	There is a visible change in quality commitment compared to the pre-training period.	Yes /No
18.	Any other remarks you wish to make?	

Signature of Reporting Officer

Name:

Designation:

Date: