Audit

Legend:

Good - above average delivery and consistently demonstrated throughout the training
Average - demonstrated during the training
Poor - did not demonstrate during the training

Training Contents

The usefulness of the information received in training.

☐ Good    ☐ Average    ☐ Poor

The structure of the training session(s)

☐ Good    ☐ Average    ☐ Poor

The pace of the training session(s)

☐ Good    ☐ Average    ☐ Poor

The convenience of the training schedule

☐ Good    ☐ Average    ☐ Poor

The usefulness of the training materials

☐ Good    ☐ Average    ☐ Poor
Trainer

Knowledge of the subject matter

☐ Good    ☐ Average    ☐ Poor

Ability to explain and illustrate concepts

☐ Good    ☐ Average    ☐ Poor

Ability to answer questions completely

☐ Good    ☐ Average    ☐ Poor

What specifically did the trainer do well?

Enter text

What recommendations do you have for the trainer to improve?

Enter text
Other Comments

What did you most like about the training?

Enter text

What can be improved with regard to the structure, format, and/or materials?

Enter text

Completion

Employee's Full Name and Signature (optional)

Please note that this checklist is a hypothetical example and provides basic information only. It is not intended to take the place of, among other things, workplace health and safety advice, medical advice, diagnosis, or treatment, or other applicable laws. You should also seek your own professional advice to determine if the use of such checklist is permissible in your workplace or jurisdiction.