## 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 mat	ter		
☐ 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)