

**CELBET TRAINING EVALUATION FORM**

***Place : Date : Training Topic:***

**Trainer(s):**

**I.GENERAL**

[](https://www.google.be/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwihq9W2__bTAhXDZFAKHWPEBt8QjRwIBw&url=https://commons.wikimedia.org/wiki/File:Decorative_text_divider.svg&psig=AFQjCNGgaCOlkRxVmuyt-DWmdy03XJnDvQ&ust=1495112677438957)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Not at all | To be improved | Fair | Good | Excellent |
|  | ***PLEASE EVALUATE THE TRAINING TOPICS ON THE FOLLOWING:*** |  |  |  |  |  |
| 1.1 | The objective of the training was clearly defined |  |  |  |  |  |
| 1.2 | Participation and interaction were encouraged |  |  |  |  |  |
| 1.3 | This training experience will be useful in my work |  |  |  |  |  |
|  | ***WHAT IS YOUR OPINION ABOUT FOLLOWING SUBJECTS RELATED TO THE TRAINING*** |  |  |  |  |  |
| 1.4 | The organization of the training |  |  |  |  |  |
| 1.5 | The environment of the theoretical training |  |  |  |  |  |
| 1.6 | The environment of the practical training |  |  |  |  |  |
| 1.7 | The balance between theoretical and practical training |  |  |  |  |  |
| 1.8 | If you marked that the balance between theoretical and practical training is not excellent, please explain what you would like to have more | ……………………………………………………………………………………………… | | | | |
| 1.9 | Do you have any suggestions in order to improve next trainings on this topic? | ………………………………………………………………………………………………… | | | | |
| 1.10 | Can you apply your knowledge from this course in your work? | ………………………………………………………………………………………………… | | | | |
| 1.11 | Do you think you can integrate this training or some parts of it into your national trainings? | ………………………………………………………………………………………………… | | | | |

[](https://www.google.be/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwihq9W2__bTAhXDZFAKHWPEBt8QjRwIBw&url=https://commons.wikimedia.org/wiki/File:Decorative_text_divider.svg&psig=AFQjCNGgaCOlkRxVmuyt-DWmdy03XJnDvQ&ust=1495112677438957)

**II. COURSE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Not at all | To be improved | Fair | Good | Excellent |
|  | ***CONTENT*** |  |  |  |  |  |
| 2.1 | The content of the course was organized in a logical manner and easy to follow |  |  |  |  |  |
| 2.2 | The content of the course was appropriately chosen for the audience |  |  |  |  |  |
| 2.3 | The pace of the course was adequate |  |  |  |  |  |
| 2.4 | If you believe that the pace of the course was not adequate, please specify whether it was to slow or too fast | ………………………………………………………………………………………….. | | | | |
| 2.5 | The overall quality of this course met my expectations |  |  |  |  |  |
|  | ***MATERIAL*** |  |  |  |  |  |
| 2.6 | The material for the training was relevant and useful |  |  |  |  |  |
| 2.7 | The presentations were informative and included adequate visual aids to assist in understanding the subject matter |  |  |  |  |  |
| 2.8 | The exercises and assignments reinforced my understanding of the course |  |  |  |  |  |

**Any other comments:**

**III. TRAINER**

**Name of Trainer 1:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | To be improved | Fair | Good | Excellent |
|  | ***PRESENTATION*** |  |  |  |  |
| 3.1 | Communication, clarity, time management, flexibility, technical quality of support |  |  |  |  |
|  | ***FACILITATION*** |  |  |  |  |
| 3.2 | Listening to and understanding requirements of the participants, initiating and guiding discussion, proactivity, coping with uncertainty |  |  |  |  |
|  | ***KNOWLEDGE & APPLICATION*** |  |  |  |  |
| 3.3 | Understanding of the mission goals & objectives and of the technical requirements, technical knowledge of the topic(s), knowledge of international standards, WCO instruments & tools |  |  |  |  |
|  | ***PERSONAL QUALITIES*** |  |  |  |  |
| 3.4 | Behavior, professionalism, interest about the topic, respect & interactions with participants |  |  |  |  |

**Name of Trainer 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | To be improved | Fair | Good | Excellent |
|  | ***PRESENTATION*** |  |  |  |  |
| 3.1 | Communication, clarity, time management, flexibility, technical quality of support |  |  |  |  |
|  | ***FACILITATION*** |  |  |  |  |
| 3.2 | Listening to and understanding requirements of the participants, initiating and guiding discussion, proactivity, coping with uncertainty |  |  |  |  |
|  | ***KNOWLEDGE & APPLICATION*** |  |  |  |  |
| 3.3 | Understanding of the mission goals & objectives and of the technical requirements, technical knowledge of the topic(s), knowledge of international standards, WCO instruments & tools |  |  |  |  |
|  | ***PERSONAL QUALITIES*** |  |  |  |  |
| 3.4 | Behavior, professionalism, interest about the topic, respect & interactions with participants |  |  |  |  |

**Name of Trainer 3:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | To be improved | Fair | Good | Excellent |
|  | ***PRESENTATION*** |  |  |  |  |
| 3.1 | Communication, clarity, time management, flexibility, technical quality of support |  |  |  |  |
|  | ***FACILITATION*** |  |  |  |  |
| 3.2 | Listening to and understanding requirements of the participants, initiating and guiding discussion, proactivity, coping with uncertainty |  |  |  |  |
|  | ***KNOWLEDGE & APPLICATION*** |  |  |  |  |
| 3.3 | Understanding of the mission goals & objectives and of the technical requirements, technical knowledge of the topic(s), knowledge of international standards, WCO instruments & tools |  |  |  |  |
|  | ***PERSONAL QUALITIES*** |  |  |  |  |
| 3.4 | Behavior, professionalism, interest about the topic, respect & interactions with participants |  |  |  |  |

**Name of Trainer 4:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | To be improved | Fair | Good | Excellent |
|  | ***PRESENTATION*** |  |  |  |  |
| 3.1 | Communication, clarity, time management, flexibility, technical quality of support |  |  |  |  |
|  | ***FACILITATION*** |  |  |  |  |
| 3.2 | Listening to and understanding requirements of the participants, initiating and guiding discussion, proactivity, coping with uncertainty |  |  |  |  |
|  | ***KNOWLEDGE & APPLICATION*** |  |  |  |  |
| 3.3 | Understanding of the mission goals & objectives and of the technical requirements, technical knowledge of the topic(s), knowledge of international standards, WCO instruments & tools |  |  |  |  |
|  | ***PERSONAL QUALITIES*** |  |  |  |  |
| 3.4 | Behavior, professionalism, interest about the topic, respect & interactions with participants |  |  |  |  |

**Any other comments:**