

**CELBET TRAINING EVALUATION FORM**

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

 **Trainer(s):**

 **I.GENERAL**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | 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? | ………………………………………………………………………………………………… |



**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:**