



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 26, 2009

IOWA INSTRUCTION 360-382 – TRAINING EVALUATION FORM

Part 382.0 PURPOSE

This Iowa Instruction specifies the use of a Training Evaluation Form for all instructor lead training.

Part 382.1 SCOPE

These instructions will be followed by all employees who attend instructor lead training classes.

Part 382.2 FILING INSTRUCTIONS

This Iowa Instruction will be placed on the State Office Shared drive under the following:
S:\Service Center\NRCS statewide shared\Iowa Bulletins and Manuals\Iowa Instructions\360 - PER - Personnel.

Part 382.3 EXHIBITS

See the attachment.

A handwritten signature in black ink that reads "Richard Sims". The signature is written in a cursive style with a large initial "R".

Richard Sims
State Conservationist

Attachment

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(IA Instruction 360-382 First Edition – February 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 360-382 – TRAINING EVALUATION FORM

1. PURPOSE:

This Iowa Instruction specifies the use of a Training Evaluation Forms for all instructor lead training.

2. ROLES AND RESPONSIBILITIES:

The attached Training Evaluation Form is required to be filled out at the end of each instructor lead class.

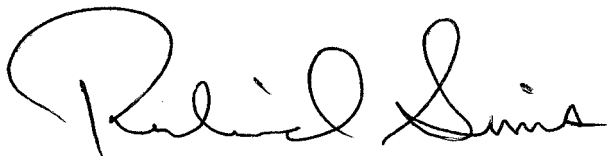
If the course is taught by an Iowa NRCS instructor, the instructor is responsible for getting each student to use the Training Evaluation Form to evaluate the class.

If the instructor is not an Iowa NRCS employee, the person that set up the training, or is so designated by the Training Officer, will be responsible for seeing the Training Evaluation Forms are filled out by students.

3. EXPLANATION or PROCESS:

The student Training Evaluation Forms and a roster of class graduates will then be submitted to the Training Officer/Training Assistant to record course credit within each student's AgLearn learning plan.

The Training Evaluation Forms will be used by the Training Committee to evaluate the effectiveness of courses and instructors and to make training recommendations to the Leadership Team.



Approved By:

Date:

02/26/09

Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

TRAINING EVALUATION FORM

Course name: _____

Instructor: _____ (Please fill out one for each instructor)

Date: _____

Training Quality					
The overall quality of the training I received was high	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
This training will be beneficial to me in the performance of my job	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
Course Presentation					
The methods of content delivery (lectures, PowerPoints, etc.) were appropriate for this course.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The course material was easy to understand and helpful.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The topics were presented in a logical order.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The vocabulary used in the course was clear and easy to understand.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The instructor was knowledgeable and effective.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
Course Objectives					
The course covered the material I expected.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The times scheduled for the agenda items were appropriate.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The course met the training objectives.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>
The course met my training needs.	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Neutral</i>	<i>Agree</i>	<i>Strongly Agree</i>

- The greatest strengths of the course are:

- This course could be improved by:

- Any other comments: