

EVALUATION SHEET INSTRUCTIONS FOR TRAINING MANAGERS-SECTION SUPERVISOR'S

The Lead Instructors Initial of his/her first name goes in the first box, followed by their entire last name in the second box.

SECTION 1 - GENERAL INFORMATION:

1. Which of the following courses are you evaluating today? (FILL ALL THAT APPLY)

The course participants will bubble in the pre-defined course title that applies or bubble "other" and specify course being taught. *It is not necessary to write what agency is providing the training.* In marking more than one to apply, select each area of training being covered in the course being taught. *If the course being taught is only covering one topic, please select only the one topic being covered.*

2. How many times have you taken this course?

Bubble in the selection that meets the course participant's number of times they have received or obtained this training (including outside of KCA Training).

3. Did you take this course for Certification or Professional Development?

If the course participant is receiving this training course to obtain certification, they are to bubble certification. The Instructor must be "qualified" through the training agency they represent to "certify" any participant completing the course. Any certification being given will involve an expiration of certification.

If the course participant is receiving this training course to obtain re-certification they are to bubble Re-certification. The instructor must be "qualified" through the training agency they represent to "re-certify" any participant completing the course. Any re-certification being given will involve an expiration of certification.

If the course participant is not taking the course to become certified and simply obtaining the instruction for both written and skill based knowledge, they will bubble "Professional Development".

4. The cost of this course to you is:

If the course participant paid for the course (from their pocket or agency account), they will bubble appropriately between: Just right, Expensive or Inexpensive Otherwise, bubble "Did not pay"

QUESTION'S 5-8 – Answer accordingly

SECTION 2 - ABOUT THE SERVICE YOU RECEIVED:

Course participants will answer this section as they feel appropriate. Remind the participants the scale reflects from 1 being extremely poor and 6 being excellent. If the participant feels that a question does not apply to them, they are to bubble "Does not apply".

SECTION 3 - ABOUT YOURSELF:

Course participants will answer this section as they feel appropriate based on their personal information.

Space is provided for the course participant to write additional questions they would like to have answered either by the Instructor or the Training Division in regard to the training course taught they are currently evaluating.

SECTION 4 - FOR OFFICE USE ONLY:

This section is not to be filled out by the course participant; it will be completed by the Training Director or designee.

Authorized Instructor: Instructor is authorized and approved by the Training Division to provide training courses at any time as scheduled and has an agreement between agency and Training Division. Authorized Instructors can be paid/unpaid.

Volunteer Instructor: Instructor is qualified and approved by the Training Division to provide training courses. The Volunteer Instructor may or may not have an agreement with the Training Division. Volunteer Instructor's are not paid nor receives compensation.

Paid Instructor: Instructor was hired and paid on behalf of the Training Division to teach the authorized/qualified training course without an agreement.

Leader: Instructor has been qualified in his/her field to provide training approved by the Training Division and is not paid or compensated.