



## 1 Instructor Course Evaluation Template

As described in Section 6.1.4 of the Training Effectiveness Toolkit, course evaluation forms can be utilized to conduct a level one evaluation of a training course.

### RATE THE COURSE

**Directions:** Please use this scale to *indicate the extent to which you agree with the following statements:*

1	2	3	4	5	n/a
<b>Strongly Agree</b>	<b>Agree</b>	<b>Neither Agree Nor Disagree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>

#### MATERIALS

The information in the slide deck/instructor notes was accurate..... 1 2 3 4 5 n/a

The instructor manual prepared me to teach this course ..... 1 2 3 4 5 n/a

The instructor manual prepared me to answer participant questions..... 1 2 3 4 5 n/a

The instructor manual provided the appropriate level of detail..... 1 2 3 4 5 n/a

#### RELEVANCE AND EFFECTIVENESS

The information in the slide deck/instructor notes was at an appropriate level for the audience ..... 1 2 3 4 5 n/a

The application exercises included in the instructor manual were relevant and facilitated learning..... 1 2 3 4 5 n/a

The application exercises fostered interaction among participants ..... 1 2 3 4 5 n/a

The recommended classroom set-up and supply list was appropriate..... 1 2 3 4 5 n/a

The time allotted to each learning activity/topic was appropriate ..... 1 2 3 4 5 n/a

Overall, the participants provided positive informal feedback on the course. 1 2 3 4 5 n/a

**Optional Questions:**

Please provide any comments you have about the instructor manual.

What do you feel were the most valuable aspects of the course materials (e.g., slide deck, instruction notes, instructor manual)?

What recommendations do you have for improving the course materials?

What informal feedback, if any, did you receive from students regarding the course?

What other comments do you have?