Course Evaluation

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate each of the follow questions using this chart as a guideline:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| Ineffective | Somewhat effective | Effective | Outstanding |

In addition, provide comments as needed.

Instructional Design

1. Are the objectives relevant to the knowledge/skill requirements of the job? \_\_\_\_\_(score)
2. Is the content relevant? \_\_\_\_\_(score)

(Strives for minimalism – doesn’t overload the learners)

1. Is the material organized? \_\_\_\_\_(score)

(Arranged in logical order)

1. Do the tests identify if the learner can perform the required skills? \_\_\_\_\_(score)

(If a person passes the tests, is that a realistic indicator that he or she can perform?)

1. Are the activities realistic? \_\_\_\_\_(score)

(Are additional activities needed?)

1. Are the handouts and performance aids useful? \_\_\_\_\_(score)

(Are any performance aids missing and can any of the material be made into performance aids in order to reduce cognitive load?)

1. Is the timing correct for each module of the course? \_\_\_\_\_(score)
2. Is the choice of media correct? \_\_\_\_\_(score)

Teaching Techniques

1. Does the course establish and keep rapport? \_\_\_\_\_(score)
2. Are the goals and objectives adequately explained to the learners? \_\_\_\_\_(score)
3. Does the course encourage interactions? \_\_\_\_\_(score)
4. Is respect for the learners maintained throughout the course? \_\_\_\_\_(score)

Pre-course and Post-course Considerations

1. Is this course necessary? \_\_\_\_\_(score)

(How does this course supports the business goals and objectives?)

1. Will the managers support this course by taking an active interest in the learners? \_\_\_\_\_(score)

(Employees generally do what their managers show the most interest in)

1. Is the course description accurate? \_\_\_\_\_(score)
2. Is the correct target audience identified? \_\_\_\_\_(score)
3. Will the learners be able to immediately use their newly acquired skills and knowledge when they return to their job? \_\_\_\_\_(score)

(If not, what is needed so that they do not forget their newly acquired skills?)

1. Can the majority of employees learn the required skills and knowledge without taking this course? \_\_\_\_\_(score)

(If so, how?)

1. Would you recommend this course to others? \_\_\_\_\_(score)
2. Is there a related course that should be offered? (no score required)

Additional Comments