



Training Course Evaluation Form By the Center – Procedures for holding training courses / Advanced Design and Manufacturing Center	QF 0002/35- 1.0
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:Number

:date

First: General information

name		Course venue	
Job Title		Course duration in days	
Course date		Number of training hours	
Course name in Arabic			
Course name in English			
Trainer's name			

Second: Trainer evaluation

No	Item	excellent	very good	good	middle	weak
1	Trainer's familiarity with the topics					
2	The trainer's ability to communicate information					
3	How the presentation is organized (in terms of clarity and adequacy					
4	His ability to explain the course content					
5	The extent of his cooperation with the trainees					
6	Variety of activities, exercises and methods used					
7	The trainer's ability to motivate participants .to interact					
8	The trainer's ability to manage interventions and discussions					

Third: Evaluation of the training program



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No	Item	excellent	very good	good	middle	weak
1	Training program content					
2	Organization and ease of content					
3	Achieving the objectives of the training program					
4	Level of organization of the training program					
5	Equipment and means used					
6	Duration of the training program					
7	Training program location					
8	Timing					

Fourth: General information

: The most important knowledge gained

- 1.
- 2.
- 3.

The most important skills acquired during participation in the training program:

- 1.
- 2.
- 3.

The most important proposals for future development:

- 1.
- 2.
- 3.

Notes:

- 1.
- 2.
- 3.



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Date and Signature

Trainee name