

**HUMAN RESOURCES & PERSONNEL DEVELOPMENT
 TRAINING PROGRAMME EVALUATION FORM*
 BORANG PENILAIAN PROGRAM LATIHAN***

*For programmes attended externally, form to be submitted to Personnel Development Department within one (1) week of the training programme

**Bagi program luaran, borang hendaklah dihantar kepada Jabatan Pembangunan Personel seminggu selepas tamat program*

Name of Programme / <i>Tajuk Program</i>	
Date(s) / <i>Tarikh</i>	
Name of Participant / <i>Nama Peserta</i>	
GHS Number / <i>Nombor GHS</i>	
Department / <i>Jabatan</i>	
Position / <i>Jawatan</i>	
Immediate Superior / <i>Pegawai Penyelia</i>	

EVALUATION BY PARTICIPANT - TRAINING PROGRAMME UNDERSTANDING

PENILAIAN PESERTA - KEFAHAMAN PROGRAM LATIHAN

Evaluation by Participant is to assess the participant's understanding of the concept presented as to apply it in the work place. (Please utilize additional sheets of paper if space provided is insufficient)

Penilaian Peserta adalah bertujuan untuk menilai sejauh mana kefahaman peserta terhadap konsep yang diajar untuk diaplikasikan di tempat kerja. (Sila gunakan kertas tambahan sekiranya ruang yang disediakan tidak mencukupi)

Please tick [/] in the appropriate box or fill in the blanks as required

Sila tanda [/] di dalam kotak atau isi tempat kosong yang mana berkenaan

RATING: 1 POOR/ AMAT BURUK 2 AVERAGE/ SEDERHANA 3 GOOD/ BAIK 4 EXCELLENT/ SANGAT BAIK

*** Please utilize additional sheets of paper if space provided is insufficient**

*** Sila gunakan kertas tambahan sekiranya ruang yang disediakan tidak mencukupi**

1. How would you rate the following? / *Bagaimanakah penilaian anda terhadap perkara-perkara ini?*

a.	The overall Programme / <i>Keseluruhan Program</i>	1 []	2 []	3 []	4 []
b.	The Course Facilitator / <i>Fasilitator Kursus</i>	1 []	2 []	3 []	4 []

c.	The Course Content / <i>Isi Kandungan Kursus</i>	1 []	2 []	3 []	4 []
d.	Training Methods (use of training equipments, Role Plays, Case Studies, Discussions, Games, etc) / <i>Kaedah Latihan (pengunaan alat latihan, 'Role Plays', Kajian Kes, Perbincangan, Permainan, dll)</i>	1 []	2 []	3 []	4 []
e.	The concepts / principles presented were clear and easily understood / <i>Konsep yang digunakan sangat jelas dan mudah difahami</i>	1 []	2 []	3 []	4 []

2. How would you use the concepts / principles learned in your daily work activities? / *Bagaimanakah anda akan menggunakan konsep/ prinsip yang dipelajari dalam pekerjaan seharian?*

3. Do you have any ideas on how to improve yourself, your colleagues, or your department (processes, work flows, etc.), after attending this programme? / *Adakah anda mempunyai sebarang cadangan untuk memperbaiki diri, rakan sekerja atau jabatan anda (kaedah, aliran kerja, dll), selepas menghadiri program ini?*

4. Are there any other subjects were not covered that you would like to include in this programme? / *Adakah anda ingin sebarang subjek yang tidak diliputi dimasukkan sebahagian daripada program ini?*

5. Would you recommend your colleagues to attend this programme?/ *Adakah anda akan menyarankan rakan sekerja anda untuk menghadiri program ini?*

Yes/ Ya

No/ Tidak

6. General Suggestions / Comments/ Feedback pertaining to this programme
Cadangan/ Komen / Maklum Balas berkenaan program ini
