

EVALUATION BY IMMEDIATE SUPERIOR – TRAINING PROGRAMME EFFECTIVENESS
(OBSERVATIONS AFTER THREE (3) MONTHS)

Evaluation by Immediate Superior is to be based on any improvement on employee's performance and attitude towards work, and the extent to which employee shared and imparted knowledge gained after attending the training programme as above. (Please utilize additional sheets of paper if space provided is insufficient)

Name of Programme	
Date(s)	
Name of Participant	
GHS Number	
Department	
Position	
Immediate Superior	

Please rate (1,2,3,4,5) in the appropriate boxes or fill in the blanks as required.

RATING: 1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree

No	Criteria	Rating
1	Employee's performance increased after the course based on observed evidence at work.	
2	Employee's skill increased after the course based on observed evidence at work.	
3	Employee's quality of work increased after the course based on observed evidence at work.	
4	Employee's efficiency increased after the course based on observed evidence at work.	
5	Employee's attitude improved after the course based on observed evidence at work.	
6	Employee's has effectively transferred and shared learned knowledge to co-workers.	
7	Employee's has applied course learned to work.	

8	Training has met the intended objectives.	
9	I will not hesitate to send another employee to the same course.	
	TOTAL SCORE:-	

Overall Rating and Comments

SCORE	RATING	PLEASE TICK
0-27	UNSATISFIED	
27-35	SATISFIED	
36-44	COMMENDABLE	
45	EXCELLENT	

General Suggestions / Comments/ Feedback pertaining to this programme.

Sign off:

Employee Signature:

Date:

Appraiser 1:

Name:

Date:

Signature:

Appraiser 2:

Name:

Date:

Signature