

# Evaluation Criteria for Media Training Program

Date: [Insert Date]

To: [Participant's Name]

From: [Your Name]

Subject: Evaluation of Media Training Program

## Introduction

We appreciate your participation in the recent media training program. To ensure continuous improvement, we have established the following evaluation criteria:

## Evaluation Criteria

1. **Content Relevance:** Assess if the training materials were applicable to your role.
2. **Presentation Skills:** Evaluate the trainer's effectiveness in delivering the content.
3. **Engagement:** Consider the level of interaction and involvement from participants.
4. **Skills Improvement:** Rate the enhancement of your media communication skills post-training.
5. **Application of Learning:** Identify how you plan to apply the skills learned in your job.

## Feedback

Please provide any additional comments or suggestions below:

## Conclusion

Your feedback is invaluable to us. Thank you for your time and insights!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]