

Faculty Advising Training Evaluation Summary

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Summary of Faculty Advising Training Evaluation

Dear [Insert Recipient Name],

We appreciate your participation in the Faculty Advising Training conducted on [Insert Date(s)]. Below is a summary of the evaluation results.

Training Objectives

- Objective 1: [Insert Brief Description]
- Objective 2: [Insert Brief Description]
- Objective 3: [Insert Brief Description]

Participant Feedback

Total participants: [Insert Number]

Overall Satisfaction Rate: [Insert Percentage]

Positive Comments: [Insert Brief Examples]

Areas for Improvement: [Insert Brief Examples]

Next Steps

Based on the feedback, we will: [Insert Actions to be taken].

Thank you once again for your commitment to enhancing our advising practices. Should you have any further feedback or suggestions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]