

Peer Training Program Evaluation

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Evaluation of Peer Training Program

Overview

The purpose of this letter is to provide an evaluation of the recent peer training program that took place from [Start Date] to [End Date].

Program Objectives

- To enhance participants' knowledge and skills in [specific area].
- To encourage collaboration and support among peers.
- To assess the effectiveness of the training content and delivery.

Evaluation Summary

Participants were asked to complete a survey at the end of the program. Results indicate:

- 85% of participants found the training relevant to their roles.
- 90% reported an increase in their confidence levels.
- Majority suggested improvements in [specific area].

Recommendations

Based on the feedback collected:

- Consider adding more interactive elements in future sessions.
- Provide additional resources on [specific topic].
- Schedule follow-up sessions to reinforce learning.

Conclusion

Overall, the peer training program was well-received and achieved its objectives. We appreciate the efforts of everyone involved and look forward to future training opportunities.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]