

Employee Skill Enhancement Training Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Evaluation of Training Program

Dear [Employee Name],

We appreciate your participation in the recent skill enhancement training program held on [insert training dates]. This evaluation aims to assess the effectiveness of the training and gather your feedback.

Training Evaluation Form

Course Title: [Insert Course Title]

Trainer's Name: [Insert Trainer's Name]

Assessment Criteria

1. Relevance of the training content: [1-5 Scale]
2. Quality of the trainer's delivery: [1-5 Scale]
3. Engagement level of the training: [1-5 Scale]
4. Applicability of skills learned: [1-5 Scale]
5. Overall satisfaction with the training: [1-5 Scale]

Additional Feedback

Please provide any comments or suggestions regarding the training:

Thank you for your valuable feedback, which will assist us in enhancing our training programs.

Sincerely,

[Your Name]

[Your Position]