Training Evaluation Form

A Kirkpatrick-ready evaluation pack for corporate training: 8 reaction items, 3 confidence self-reports (level-2 proxy), 2 keep/change open questions, and a 3-item day-30 follow-up email (level-3 behavior check). Produces a management one-pager.

Report levels in separate lines, never averaged together: item means for reaction, deltas (if a baseline exists) for confidence, raw counts for day-30 behavior. Self-reports without a baseline are labeled 'self-report, no baseline'. Level 4 is out of scope for any form — say so. · scoring: level-wise: mean + delta + behavior-count · range [1, 5]

HOW TO FILL

When: The reaction items, confidence self-reports and keep/change questions in the last minutes of the final session, in the room. The follow-up by email 30 days later, from the person participants know.

How: Anonymous. Levels are reported in separate lines, never averaged together — the gap between reaction and behavior is the finding.

Circle one number per row. Answer as it is — this is feedback, not a test.

# / Statement	strongly disagree 1	disagree 2	neutral 3	agree 4	strongly agree 5
1 · The content matched the work I actually do.	1	2	3	4	5
2 · The material went deeper than generalities.	1	2	3	4	5
3 · The instructor answered questions with substance.	1	2	3	4	5
4 · The materials are ones I will open again.	1	2	3	4	5
5 · Exercises took more time than listening.	1	2	3	4	5
6 · Sign-up, schedule and room were handled well.	1	2	3	4	5
7 · The workload fit alongside my job.	1	2	3	4	5
8 · Overall, this training was worth my time.	1	2	3	4	5

Confidence self-report

# / Statement	strongly disagree 1	disagree 2	neutral 3	agree 4	strongly agree 5
1 · I can apply the main method from this training without help.	1	2	3	4	5
2 · I can explain the core idea to a colleague in two minutes.	1	2	3	4	5
3 · I know where to look when I get stuck applying it.	1	2	3	4	5

Written answers

What worked so well it should stay exactly as it is?

feeds into: keep list (next design meeting agenda)

What should change in the next run?

feeds into: change list (next design meeting agenda)

Day-30 follow-up

Since the training, I have used the main method: (never / once / 2-5 times / weekly)

feeds into: behavior count

What helped or blocked the using?

feeds into: transfer-climate notes

What support would make it stick?

feeds into: support backlog

Training Evaluation — management one-pager

- Reaction: overall, lowest item by name, highest item by name
- Confidence (self-report + delta where baseline exists)
- Day-30: response count and used-it distribution
- Keep and change: one permissioned verbatim each, plus the next-run recommendation