

Administration Programs - KPC Evaluations

Course : Technical Report Writing

Block S **Time** 8:00 AM - 2:00 PM

From 26/05/2008 **To** 29/05/2008

Location PTC - Ahmadi **Evaluators** 14

Organizer Business English **Instructor** An Swinnen

PROGRAM TOPICS :

- | | |
|--|----------------|
| 1. The topics were most beneficial to my job. : | 4.07 |
| 2. The topics were relevant to my training needs : | 3.93 |
| 3 The topics were interesting and updated : | 4.21 |
| 4. Comments : | Average |
| | 4.07 |

INSTRUCTOR :

- | | |
|--|----------------|
| 5. The instructor was knowledgeable and will prepared: | 4.64 |
| 6. The instructor was an effective communicator : | 4.57 |
| 7. The instructor presented the program objectives early and clearly : | 4.57 |
| 8. The instructor was competent in keeping the sessions alive and interesting. : | 4.29 |
| 9. The Trainer uses the audiovisual aids effectively : | 4.21 |
| 10. Comments : | |
| | Average |
| | 4.46 |

TRAINING MATERIAL :

- | | |
|--|----------------|
| 11. The material covered the program is beneficial to my job : | 4.43 |
| 12. The material was clear and presented in an interesting way : | 4.36 |
| 13. There was a balance between the theoretical and practical material : | 4.21 |
| 14. Comments : | |
| | Average |
| | 4.33 |

TRAINING METHODS AMD AUDIOVISUALS :

- | | |
|--|----------------|
| 15. The audiovisuals were effective and diversified : | 4.43 |
| 16. The presentational and materials were clearly visible : | 4.36 |
| 17. There was a good balance between presentations and group discussions : | 4.14 |
| 18. Comments: | |
| | Average |
| | 4.31 |

PARTICIPANTS :

- | | |
|--|----------------|
| 19. The participants levels were homogenized : | 3.86 |
| 20. The participants were actively involved in the course : | 4.14 |
| 21. The participants were highly committed to the course schedule : | 4.36 |
| 22. The number of participants was adequate with regards to its subject: | 4.71 |
| 23. Comments: | |
| | Average |
| | 4.27 |

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PROGRAM SCHEDULE :

24. The schedule was suitable :	4.50
25. The breaks were enough and suitable :	4.36
26. The length of sessions was appropriate :	4.36
27. The timing of conducting the program was convenient:	4.36
28. The amount of time scheduled was enough to meet course objectives:	3.86
29. Comments:	

Average
4.29

PROGRAM FACILITIES :

30. The location was suitable :	4.43
31. The classroom was adequate :	4.50
32. The classroom equipments were well arranged :	4.43
33. The seats were comfortable:	4.64
34. The catering was sufficient and satisfactory and diversified:	4.21
35. Comments:	

Average
4.44

ORGANIZATION AND SUPERVISIONS :

36. The program was well organized and Supervised :	4.50
37. The program coordinator was helpful to participants :	4.64
38. The program coordinator was easy to reach :	4.79
39. Comments:	

Average
4.64

OVERALL EVALUATION OF THE PROGRAM :

40. I would apply most of the program skills and techniques in my job :	4.36
41. I feel the program will help me do my job better :	4.36
42. The program was a good learning experience. I am satisfied with what I have learned :	4.29
43. Comments:	

Average
4.33

Comments