EXAMPLE OF TRAINING OBSERVATION SHEET

Training subject: _
Training participants: _
Location of the training (town and place): _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Date of the training: _
Number of training hours: _
Person(s) conducting the training: _

1) **Activity level of training participants** on a scale of 1 to 5, where 1 is the lowest and 5 is the highest level of activity:

        1   **2**   **3**   **4**   **5**

2) **The trainer discussed all the planned issues**?

    ☐ yes ☐ no

    2.1. Issues that were not discussed by the trainer:

    _

3) **The training pace was adapted to the needs of the participants**?

    ☐ **yes** ☐ no – it was **too slow** ☐ no – it was **too fast**

4) **The level of knowledge was adapted to the needs of the participants:**

    ☐ **yes** ☐ no – it was **too low/easy** ☐ no – it was **too high/difficult**

5) **The trainer's preparation for conducting training in terms of...What improvements should the trainer make?**

    5.1. **content-related**   ☐ very good ☐ quite good ☐ quite bad ☐ very bad
    5.2. **methods used**   ☐ very good ☐ quite good ☐ quite bad ☐ very bad
    5.3. **material(s) used**   ☐ very good ☐ quite good ☐ quite bad ☐ very bad

6) **Assessment of the trainers' cooperation regarding**:
  Comments: _

    6.1. **division of tasks**   ☐ very good ☐ quite good ☐ quite bad ☐ very bad
    6.2. **mutual support** ☐ very good ☐ quite good ☐ quite bad ☐ very bad

7) **Participants asked questions, had some concerns:**

    ☐ **yes** ☐ **no**

    7.1. These questions / concerns were mainly about: _

8) **The trainers:**

    8.1. devote **enough time to answer participants' questions** and doubts?

      ☐ definitely yes   ☐ rather yes   ☐ rather not   ☐ definitely not

    8.2. **exhaustively answered these questions** / concerns?

      ☐ definitely yes   ☐ rather yes   ☐ rather not   ☐ definitely not

    8.3. **stimulated discussion and exchange of experiences**?

      ☐ definitely yes   ☐ rather yes   ☐ rather not   ☐ definitely not

9) **Problems or difficult situations that occured** during the training? _

    9.2.**How and by whom** were these problems / difficulties **resolved**? _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

10) **Organisational issues:** _ Comments: _

    10.1. **all participants were present throughout the whole training** ☐ yes   ☐ no
    10.2. all the classes **started on time**   ☐ yes   ☐ no
    10.3. all the **classes ended on time**   ☐ yes   ☐ no

11) **Suggestions for changes** in the observed training? _

12) **Additional comments**: _