

EXAMPLE OF QUESTIONNAIRE FOR TRAINING PARTICIPANTS

Dear Sir or Madam,

Please complete the questionnaire assessing the training on _____ carried out as part of the _____ project. The survey is anonymous – its findings will only be used in a collective way. Please tick only one box.

1. To what extent did the training meet your needs?

- ☐ fully (please go to question #2)
- ☐ to a large extent
- ☐ moderately
- ☐ to a small extent
- ☐ did not meet my needs at all
- ☐ difficult to say

1.1. Why did the training not fully meet your needs? _____

2. Please assess the different aspects of trainers' work:

Please indicate the answer on the scale 1-5, where 1 is the lowest and 5 is the highest grade of the assessed elements.

	Trainer _____					Trainer _____				
preparedness	1	2	3	4	5	1	2	3	4	5
responsiveness	1	2	3	4	5	1	2	3	4	5
involvement	1	2	3	4	5	1	2	3	4	5
way of conducting the training	1	2	3	4	5	1	2	3	4	5

3. Was the duration of the training adequate?

- ☐ yes ☐ no – it was too short ☐ no – it was too long

4. Was the amount of information provided during the training sufficient?

- ☐ definitely yes (please go to question #5)
- ☐ rather yes
- ☐ rather no
- ☐ definitely no

4.1. What content do you think was missing in the training? _____

5. Was the balance between theory and practice adequate?

- ☐ yes ☐ no – too much theory ☐ no – not enough theory

6. To what extent was the training useful for you?

Please indicate the answer on the scale 1-5, where 1 is the lowest and 5 is the highest grade of the training's usefulness.

1 2 3 4 5

6.1. What elements could increase the usefulness of this training? _____

7. How do you assess the organization of the training?

- ☐ very good (please go to the question #8) ☐ quite good ☐ quite bad ☐ very bad

7.1. What should be changed in the organisation of the training? _____

8. How do you assess the usefulness of the training materials?

Please indicate the answer on the scale 1-5, where 1 is the lowest and 5 is the highest grade of the materials' usefulness.

1 2 3 4 5

8.1. What could increase the usefulness of the training materials? _____

9. Additional comments: _____

Thank you for completing the questionnaire