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**: _