

Staff Training Effectiveness Assessment Template

General Information

Employee Name

Department

Training Title

Training Date

Assessor Name

Assessment Criteria

Criteria	Rating (1-5)	Comments
Understanding of Training Objectives	<input type="text"/>	<input type="text"/>
Application of Skills/Knowledge	<input type="text"/>	<input type="text"/>
Engagement During Training	<input type="text"/>	<input type="text"/>
Improvement in Job Performance	<input type="text"/>	<input type="text"/>
Teamwork/Collaboration	<input type="text"/>	<input type="text"/>

Overall Assessment

Overall Rating (1-5)

Strengths Observed

Areas for Improvement

Recommended Action Plan

Sign-Off

Employee Signature

Assessor Signature

Date