|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate survey** | |  |  |  | |  |  |
| **Training Course:** | |  |  |  | *Logo Company/name* | | |
| **Trainer Name:** | |  |  |  |  | | |
| **Candidate Name:** | |  |  |  | **Date:** | | |
| **Organization Name:** | |  |  |  | **Location:** | | |
|  | |  |  |  | |  |  |
|  | |  |  |  | |  |  |
|  | | **Very unsatisfied** | **Unsatisfied** | **Average** | | **Good** | **Excellent** |
| **Services** |  | |  |  | |  |  |
| ***Registration*** | |  |  |  | |  |  |
| Was easy and clear | |  |  |  | |  |  |
| The first contact with the organization staff was pleasant and helpful | |  |  |  | |  |  |
| ***Training confirmation*** | |  |  |  | |  |  |
| Was timely and clear | |  |  |  | |  |  |
| The training hasn't been delayed | |  |  |  | |  |  |
| Further contact with the organization staff was pleasant and helpful | |  |  |  | |  |  |
| ***Training delivery*** | |  |  |  | |  |  |
| Took place as expected | |  |  |  | |  |  |
| The contact with the staff at the training location was pleasant and helpful | |  |  |  | |  |  |
| … | |  |  |  | |  |  |
| **Venue** | |  |  |  | |  |  |
| The room was comfortable | |  |  |  | |  |  |
| The room was clean | |  |  |  | |  |  |
| … | |  |  |  | |  |  |
| **Facilities** | |  |  |  | |  |  |
| Beverages and snacks | |  |  |  | |  |  |
| Lunch | |  |  |  | |  |  |
| Accessibility | |  |  |  | |  |  |
| … | |  |  |  | |  |  |
| **Materials** | |  |  |  | |  |  |
| Completeness | |  |  |  | |  |  |
| Easy to use | |  |  |  | |  |  |
| The content is clear | |  |  |  | |  |  |
| The content is well organized | |  |  |  | |  |  |
| … | |  |  |  | |  |  |
| **Trainer** | |  |  |  | |  |  |
| Appeared experienced | |  |  |  | |  |  |
| Was able to answer questions related to the content of the course | |  |  |  | |  |  |
| Was helpful | |  |  |  | |  |  |
| Took the time to explain | |  |  |  | |  |  |
| Gave clear instructions | |  |  |  | |  |  |
| Questions were encouraged | |  |  |  | |  |  |
| Covered all topics | |  |  |  | |  |  |
| Verified regularly that everybody understood | |  |  |  | |  |  |
| … | |  |  |  | |  |  |
| **Comments** | |  | | | | | |