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Human Resource Management Office

POST TRAINING REPORT

HRMO Form 108

This form is designed to find out your reactions and assessment on the activities you have participated in. This is to evaluate the importance and the applicability of the seminar/workshop/conference in your respective work.

SWC Application No. _____

Name of Participant : _____

Department : _____

Theme/ Title of SWC : _____

Sponsoring Group/Agency : _____

Venue : _____

Inclusive Dates : _____

Type of Activity : () Seminar () Workshop () Conference
 () Others, please specify: _____

REACTION

Please encircle the number that corresponds to your rating on the items indicated below using the following rating scale:

(4) Excellent (3)Very Good (2)Fair (1)Poor

I. Training Design

Clarity of objectives	4	3	2	1
Organization/Sequence Flow	4	3	2	1
Relevance to the topic covered	4	3	2	1
Applicability of the topic to your present job assignment	4	3	2	1
Balance of theoretical and practical input	4	3	2	1
Appropriateness of methodology of learning activities	4	3	2	1

II. Resource Person/s

Knowledge and grasp of subject matter	4	3	2	1
Facilitation competence of resource person	4	3	2	1

III. Logistics

The administration of training is well organized	4	3	2	1
The physical facilities offered an atmosphere conducive for learning	4	3	2	1

TRAINING ASSESSMENT

A. Approach/Session Design

B. Key Learning points/Major benefits you received

C. Issues and Limitations of the Training/ Specific ways how the training can be improved.

CONCLUSION AND RECOMMENDATION

Generalization of the Program

Prepared and Submitted By:

Participant's Signature/Date

Noted by:

Department/Division Head's Signature/ Date