



REPUBLIC OF ZAMBIA

**PUBLIC SERVICE MANAGEMENT DIVISION
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT**

POST - TRAINING EVALUATION QUESTIONNAIRE

The purpose of this questionnaire is to evaluate how effective the training course you attended has been in improving your job performance and in particular the implementation of your Departmental/Unit Work Plans.

Please complete the questionnaire as honestly and objectively as possible.

Part 1

Name: _____

Ministry/Province/Institution: _____ Department: _____

Gender:	Male	<input type="checkbox"/>	Age:	25 or below	<input type="checkbox"/>	26 - 30	<input type="checkbox"/>
	Female	<input type="checkbox"/>		31 - 35	<input type="checkbox"/>	36 - 40	<input type="checkbox"/>
			41 - 45	<input type="checkbox"/>	46 - 50	<input type="checkbox"/>	
			51 - 55	<input type="checkbox"/>	over 55	<input type="checkbox"/>	

Name of course attended: _____

Date attended: _____ Course Duration: _____

Main Course Objective: _____

Level of Training: _____

Training Institution: _____ Sponsor: _____

Part 2

1. To what extent were you able to achieve objectives / targets as shown in the Departmental/Unit Work Plans before the training?

Not at All 1 2 3 4 5 Very Much

2. To what extent has the training helped you in achieving objectives and targets as stated in your Departmental/Unit Work Plans?

Not at All 1 2 3 4 5 Very Much

3. How do you rate your job performance before the training?

Poor 1 2 3 4 5 Excellent

4. How do you rate your job performance now?

Poor 1 2 3 4 5 Excellent

5. Are you able to apply the Knowledge, Skills and Attitude acquired from the training to your job?

Yes No

6. If the answer is No to question 5, please tick the factors which are hindering you from applying the Knowledge, Skills and Attitude acquired to your job.

(a) Lack of understanding from your subordinates and /or colleagues

(b) The Supervising Officer has other priorities

(c) Constant changes within the Ministry/Province/Institution

(d) The systems, procedures and work processes are not flexible enough

(e) Levels of authority and responsibilities are not clear

(f) Not enough time due to pressure of work

(g) Learning content of the course was not relevant to current job

(h) Departmental/Unit Work Plans are not clear and specific

(i) Lack of resources

(j) Others, (Specify): _____

7. If you the *'lack of resources'* is one of hindering factors identified in question 6

(i) above, please indicate the type of resources lacking:

(a) Finances

- (b) Equipment
- (c) Human Resource
- (d) Information Technology
- (e) Others, (Specify): _____

8. Please tick factors that would enhance your application of learning:

- (a) More training
- (b) Being placed in the right job
- (c) More time to practice the acquired knowledge & skills
- (d) Support from my Supervising Officer
- (e) Modern Equipment
- (f) Others, (specify): _____

9. To what extent have you been able to influence and assist the following staff as a result of your training?

(a) Your subordinates

Not at all 1 2 3 4 5 Very much

(b) Your Supervisor

Not at all 1 2 3 4 5 Very much

© Your colleagues

Not at all 1 2 3 4 5 Very much

10. Any other comments relating to the application of your training.

Please ensure that you have answered all the questions before returning this questionnaire.

Thank you.