



REPUBLIC OF ZAMBIA

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

SUPERVISING OFFICER'S POST - TRAINING EVALUATION QUESTIONNAIRE

The purpose of this questionnaire is to evaluate how effective the training course your subordinate attended was. The questionnaire is designed to assess if there has been an improvement in your subordinate's job performance and in particular the implementation of Departmental/Unit Work Plans.

A Similar questionnaire has been to your subordinate(s) who attended the course.

Please complete the questionnaire as honestly and objectively as possible.

Part 1

Name of former trainee: _____

Ministry/Province/Institution: _____ Department: _____

Name of course attended: _____

Date attended: _____ Course Duration: _____

Part 2

1. To what extent has the trainee been able to achieve the objectives/targets shown in the Departmental/Unit Work Plans before the training?

Not at all 1 2 3 4 5 Very Much

2. To what extent was the trainee able to achieve the objectives and targets stated in your Departmental/Unit Work plans after the training?

Not at all 1 2 3 4 5 Very Much

3. To what extent do you think this training has impacted on the trainee's job performance?

Not at all 1 2 3 4 5 Very Much

4. Has the trainee been able to apply knowledge, skills and attitudes acquired from the course to his/her job?

Yes

No

5. If the answer above is No, Please tick those boxes which you feel have been factors in inhibiting the trainee's application of the acquired knowledge, skills and attitudes.

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

(b) You have 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): _____

6. If the 'lack of resources' on question 5 is one of the factors inhibiting the trainee's application of the acquired skills, knowledge and attitudes, please indicate the type of resources lacking:

(a) Finances

(b) Equipment

(c) Staff

(d) Information Technology

(e) Others, (specify): _____

7. To what extent do you think the training has benefited the organisation?

Not at all 1 2 3 4 5 Very much so

8. To what extent has the trainee been able to influence and assist the following staff as a result of the training received?

(a) Subordinates
Not at all 1 2 3 4 5 Very much

(b) Senior Officers
Not at all 1 2 3 4 5 Very much

© Colleagues
Not at all 1 2 3 4 5 Very much

9. Do you consider that the trainee's performance is now fully adequate to meet the performance targets shown in the Departmental/Unit Work plans?

Not at all adequate 1 2 3 4 5 fully adequate

10. If you did not circle (5) in question 9 above, please tick the appropriate box to show why you don't consider the trainee's job performance to be adequate.

(a) He/She requires more training

(b) The trainee is in the wrong job

(c) The trainee can not achieve the expectations

(d) The trainee needs more time to practice skills

(e) Follow up support is needed for the trainee
to apply new skills and knowledge effectively

(f) The current structure may be inhibiting the trainee

(g) Others, (specify) _____

11. If you circled (e) in question 10, please indicate the type of support.

12. Any other comments relating to the trainee's training.

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

Thank you.