



BORANG PENILAIAN LATIHAN/
TRAINING EVALUATION FORM

Sejajar dengan matlamat untuk meningkatkan kualiti dan keberkesanan latihan dan penyampaian maklumat, kami ingin mengetahui pendapat dan komen anda berkaitan dengan program latihan yang baru saja anda hadiri. Sila jawab semua soalan dan berilah penilaian dengan sewajarnya. Terima kasih.

In line with our efforts to increase the quality and effectiveness of training and delivery, we would appreciate your views and comments on the training that you have attended. Please fill in the questionnaires and rate accordingly. Thank you.

BUTIR-BUTIR *KURSUS/ BENGKEL/ SEMINAR/ PERSIDANGAN
*COURSES/ WORKSHOP/ SEMINAR/ CONFERENCE DETAILS

Tajuk program/ *Programme Title*:
Tarikh Program/ *Date of Programme*:
Nama Fasilitator/ *Trainer's Name*:
Nama Peserta/ *Participant's Name*:
Jabatan/ *Department*:

Menggunakan skala dari 1=Lemah, 2=Sederhana, 3=Memuaskan, 4=Baik, 5=Cemerlang, sila nilai aspek latihan ini seperti yang berikut.

Using a scale of 1=Poor, 2=Fair, 3=Satisfactory, 4=Good, 5=Excellent, please rate the following aspects of this training.

A. PENILAIAN LATIHAN/ <i>EVALUATION COURSE</i>	Lemah <i>Poor</i>					Cemerlang <i>Excellent</i>				
	1	2	3	4	5	1	2	3	4	5
1. Adakah latihan ini teratur dan mudah difahami? <i>Was this training well organized and easy to understand?</i>										
2. Adakah objektif latihan ini diterangkan di awal kursus? <i>Were the objectives made clear at the beginning of the training?</i>										
3. Adakah latihan ini berguna dan berkaitan dengan kerja anda? <i>Was this training useful and relevant to your work?</i>										
4. Adakah masa yang diperuntukkan untuk latihan ini mencukupi? <i>Was the time allotted for this training sufficient?</i>										
5. Adakah nota/ bahan latihan mencukupi dan berkaitan? <i>Were the training handouts/ notes adequate and relevant?</i>										
B. PENILAIAN FASILITATOR/ <i>EVALUATION OF TRAINER</i>										
1. Adakah fasilitator bersedia? <i>Was the trainer well prepared?</i>										
2. Adakah bantuan didapati daripada fasilitator apabila diperlukan? <i>Was there any individual assistance provided when needed?</i>										
3. Adakah fasilitator menunjukkan pengetahuan luas, tepat dan terkini terhadap topik yang disampaikan? <i>Did the trainer demonstrate a broad, accurate & up-to-date knowledge on the topics presented?</i>										
4. Adakah penyampaian fasilitator sistematik dan jelas? <i>Was the trainer's presentation well-paced and clear?</i>										

C. PERSEKITARAN/ ATMOSPHERE		Lemah Poor			Cemerlang Excellent	
1.	Adakah tempat/ persekitaran sesuai untuk pembelajaran? <i>Was the venue/ environment conducive to your learning experience?</i>	1	2	3	4	5
2.	Adakah makanan dan minuman yang disediakan memuaskan? <i>Were the food and beverages provided satisfactory?</i>	1	2	3	4	5

D. PENDAPAT ATAU PANDANGAN ANDA MENGENAI TRAINING INI/ YOUR OVERALL COMMENTS ABOUT THIS TRAINING

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E. PULANGAN FAEDAH KEPADA ORGANISASI/RETURN ON INVESTMENT TO ORGANIZATION

1. Apakah pulangan faedah kepada organisasi setelah anda menghadiri Kursus ini?
What is the return of investment to the organization after you attended the course?

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F. PENILAIAN PENYELIA TERHADAP STAF SELEPAS 6 BULAN MENGHADIRI PROGRAM LATIHAN/ SUPERVISOR'S EVALUATION ON THE STAFF 6 MONTHS AFTER HAVING ATTENDED THIS TRAINING

		Lemah Poor			Cemerlang Excellent	
1.	Adakah staf faham dan mampu mengaplikasikan pengetahuan dan kemahiran yang dipelajari dari latihan ini? <i>Was the staff able to understand and apply the knowledge and skills learned from this training?</i>	1	2	3	4	5
2.	Adakah latihan ini relevan dalam membantu memenuhi objektif kerja staf? <i>Was this training relevant in helping the staff meeting his/ her job objectives?</i>	1	2	3	4	5
3.	Adakah prestasi kerja dan kecekapan staf semakin meningkat selepas menghadiri latihan ini? <i>Was the staff's job performance and competencies improved after attended this training?</i>	1	2	3	4	5
4.	Sila pilih penilaian keseluruhan bagi staf yang telah menghadiri latihan ini. <i>Please rate the overall performance of the staff after this training.</i>	1	2	3	4	5

F. CADANGAN PENYELIA/ SUPERVISOR’S RECOMMENDATION

1. Jika pencapaian keseluruhan seperti di F4 adalah 2 dan ke bawah, sila pilih salah satu daripada cadangan yang berikut untuk peningkatan staf:
If the overall rating in F4 is 2 and below, please choose one of the following suggestions for staff's improvement:
- (a) Latih semula
Retrain
 - (b) Bimbingan atau mentor
Coaching or mentoring
 - (c) Jika lain-lain, sila nyatakan:
If other, please specify: