

TRAINING EVALUATION SAMPLES

Organizational Culture Change/Employee Re-Branding Training Solutions

Foundation Courses

Client: Kenya Tourist Development Corporation

Venue: KTDC Board Room

Dates: November/December 2011

The Course Evaluation

	Category	Mid Mgt Staff	Non MGT Staff
Item	Description of parameter	Proportion %	Proportion %
1	I was given sufficient information on the course objectives	77.37	98.33
2	The course covered the stated objectives	86.67	97.78
3	Sufficient time was devoted to each training objective	67.14	89.09
4	I felt the course was well planned and coordinated	81.42	93.33
5	The contents were sufficient	85.33	92.78
6	The contents were easy to understand	86.66	96.36
7	The contents were informative	85.00	89.09
8	The contents were relevant	86.67	95.55
9	The examples given were relevant	86.67	98.18
10	Trainers demonstrated sufficient knowledge of the subject	88.00	95.00
11	Trainers communicated well	85.33	98.33
12	Trainers sensitized my interest in the topics	85.33	96.67
	Average rating for the course	83.47	95.04

1	What would be your overall rating of the venue?	64.88	91.66
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Evaluation of the Trainers – AVERAGE

86.22 %

96.67 %

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Participants: National Museums of Kenya, African Institute of Capacity and Development (AICAD) and Nossim Women Organization, Kajiando

Target Group: Middle to Top level Project Staff

Course title: Fundamentals of Proposal Writing & Grant Management Training

Key Course Objectives

- To equip Middle to top level Project Staff in development organizations with skills to mobilize resources to sustain the program activities for their organizations
- To empower organizations to tap into local and international pools of donor resources aimed at keeping their visions alive

Venue: Conference Room, Newtimes Business Solutions

Dates: Monday – Wednesday, 17th – 19th October 2011

Item	Description of parameter	Proportion %
1	I was given sufficient information on the course objectives	85%
2	The course covered the stated objectives	85 %
3	Sufficient time was devoted to each training objective	95 %
4	I felt the course was well planned and coordinated	95 %
5	The contents were sufficient	85%
6	The contents were easy to understand	90 %
7	The contents were informative	95 %
8	The contents were relevant	100 %
9	The examples given were relevant	100 %
10	Trainers demonstrated sufficient knowledge of the subject	95 %
11	Trainers communicated well	95 %
12	Trainers sensitized my interest in the topics	100 %
	Average rating for the course	93.33%
	Average Rating of the Trainers	96.67%

1	What would be your overall rating of the venue?	80.00%
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Feedback from a University Don

Mr. Wanjumbi

Hope that you and the team members are all right. [Indeed, I agree with the evaluation analysis which reflects our feeling about the training.](#) Right away, I will be

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applying the knowledge in my work as I spearhead our group to undertake the fund raising activities.

Dr. Benson Odongo (PhD), Director of Research, AICAD- Africa Institute of Capacity Development, after a 3 day proposal writing training workshop - October 2011.

Client's Name: CIC Group Limited

Target Group: Marketing Team (56 no)

Course title: Motivational Training Program for Marketers

Main Areas of study: Steps towards unleashing personal performance potential,
Practical Selling skills and
Management of changing circumstances

Venue: Kenya Bankers Sacco Centre

Dates: 29th July 2011

Item	Description of parameter	Proportion %
1	I was given sufficient information on the course objectives	95.00
2	The course covered the stated objectives	96.25 %
3	Sufficient time was devoted to each training objective	97.50 %
4	I felt the course was well planned and coordinated	92.50%
5	The contents were sufficient	90.62 %
6	The contents were easy to understand	94.37 %
7	The contents were informative	96.25 %
8	The contents were relevant	97.50 %
9	The examples given were relevant	94.37 %
10	Trainers demonstrated sufficient knowledge of the subject	96.87 %
11	Trainers communicated well	95.62 %
12	Trainers sensitized my interest in the topics	93.75 %
	Average rating for the course	95.05 %

1	What would be your overall rating of the venue?	89.67.00%
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Evaluation of the Trainers

Mwangi Wanjumbi

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1	Trainer demonstrated sufficient knowledge of the subject	99.25 %
2	Trainer communicated well	97.03 %
3	Trainer sensitized my interest in the topics	100 %
4	Average score for the trainer	98.76%

B. Waweru

1	Trainer demonstrated sufficient knowledge of the subject	99.23 %
2	Trainer communicated well	97.69 %
3	Trainer sensitized my interest in the topics	97.69 %
4	Average score for the trainer	98.20%

Client's Name: ASSA ABLOY E.A. Ltd

Target Group: All Staff

Course title: Change Management & Business Skills Training

Main Areas of study: Change, Stress Mgt, Entrepreneurship & Business Planning

Venue: ASSA ABBLOY Training Room **Dates:** 14th May 2011

Evaluation Highlights

Item	Description of parameter	Proportion %
1	I was given sufficient information on the course objectives	96.36 %
2	The course covered the stated objectives	84.00 %
3	Sufficient time was devoted to each training objective	84.00 %
4	I felt the course was well planned and coordinated	85.45%
5	The contents were sufficient	80.00 %
6	The contents were easy to understand	90.90 %
7	The contents were informative	82.00 %
8	The contents were relevant	88.88 %
9	The examples given were relevant	86.66%
10	Trainers demonstrated sufficient knowledge of the subject	94.54 %
11	Trainers communicated well	96.36 %
12	Trainers sensitized my interest in the topics	87.27 %

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	Average rating for the course	88.03 %
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1	What would be your overall rating of the venue?	84.00%
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Evaluation of the Trainers – AVERAGE **92.72 %**

Client’s Name: Mullard Fire Protection & CIC Limited
(Open course)

Target Group: Management Staff – Sales & Customer Relations

Course title: Customer Relationship Management Skills & Strategy Training

Main Areas of study: Consumer behavior CRM Strategies

Venue: Bounty Hotel, Nairobi

Dates: 16th -18th February 2011 (3 days)

Course Highlights

No	Particulars	Rating
1	I was given sufficient information on the course objectives	95.00%
2	The course covered the stated objectives	95.00%
3	I felt the course was well planned and coordinated	90.00%
4	Sufficient time was devoted to each training objective	80.00%
5	What would be your overall rating of the venue	85.00%
6	The contents were sufficient	100.00%
7	The contents were easy to understand	95.00%
8	The contents were informative	100.00%
9	The contents were relevant	90.00%
10	The examples given were relevant	100.00%
11	Trainers demonstrated sufficient knowledge of the subject	95.00%
12	Trainers communicated well	95.00%
13	Trainer sensitized my interest in the topics	90.00%

Course Average **93.07%**

Trainers’ average **93.33%**

Feedback Highlights

“I am really fired up and now feel more confident than ever before, in the marketing field,” Irene

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“Besides, utilizing and acquiring the knowledge and skills acquired, I will bring change in how I work with particular reference to motivating factors,” Ritta.

“I enjoyed the course and felt that it was very practical in the day to day work situations. Further, I realized that there is need for all to change mindsets for improved work performance,”

“The course was well covered and indeed very practical, therefore giving me new insights on how I can improve on CRM in our organization. Meanwhile, my first step will be to summarize the content and share with my bosses on the areas that we need to work and improve on,” Vincent.

Request from delegates

To be allowed to attend other related courses such as Marketing Management and sales as well as regular CRM refreshers. Colleagues in marketing need to be given training opportunities as well.

Chief Trainer – Mr. Mwangi Wanjumbi (MKIM)

Client’s Name: Simbi Roses (Sansora Investments Group)

Target Group: Senior Management Staff

Course title: Business Leadership & Performance Management Training

Main Areas of study: Business Leadership and Performance Management skills

Venue: Thika

Dates: 16th -18th November 2010

No	Particulars	Rating
1	I was given sufficient information on the course objectives	97.00%
2	The course covered the stated objectives	96.00%
3	I felt the course was well planned and coordinated	95.00%
4	Sufficient time was devoted to each training objective	92.63%
5	What would be your overall rating of the venue	91.66%
6	The contents were sufficient	94.00%
7	The contents were easy to understand	94.00%
8	The contents were informative	95.00%
9	The contents were relevant	97.00%
10	The examples given were relevant	96.00%
11	Trainers demonstrated sufficient knowledge of the subject	90.52%
12	Trainers communicated well	94.00%
13	Trainer sensitized my interest in the topics	95.00%

Course Average

93.17%

Evaluation of the Trainers

Mr. Mwangi Wanjumbi

1. Trainer demonstrated sufficient knowledge of the subject _____ **96.84%**
 2. Trainer communicated well _____ **94.73%**
 3. Trainer sensitized my interest in the topics _____ **96.61%**
- Average** **96.07%**

M/S H. Kamau

1. Trainer demonstrated sufficient knowledge of the subject. _____ **89.47%**
 2. Trainer communicated well _____ **95.78%**
 3. Trainer sensitized my interest in the topics _____ **95.78%**
- Average** **93.67%**

GIMCO Limited

Course: Business Leadership & Performance Management Training

Target Group: MANAGEMENT STAFF

Dates: MARCH 11 – 13th 2010 **Venue:** Africa Re Board Meeting Centre

Training Evaluation process

At the end of the program for senior management of GIMCO Limited, each of the trainees was issued with an evaluation form which they were required to fill truthfully and without any influence, even from each other. They were asked to rate on a scale of 1-5 the extent to which they were satisfied with the training and requisite facilities. Below are the highlights of the evaluation ratings:-

	Description of parameter	Proportion %
1	I was given sufficient information on the course objectives	86%
2	The course covered the stated objectives	92%
3	Sufficient time was devoted to each training objective	83%
4	I felt the course was well planned and coordinated	88%
5	The contents were sufficient	87%
6	The contents were easy to understand	94%
7	The contents were informative	91%
8	The contents were relevant	94%
9	The examples given were relevant	89%

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10	Trainers demonstrated sufficient knowledge of the subject	93%
11	Trainers communicated well	89%
	Average rating for the course	89%

1	What would be your overall rating of the venue?	90%
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Evaluation of the Trainers

Mr. Mwangi Wanjumbi

- 4. Trainer demonstrated sufficient knowledge of the subject _____ **95%**
- 5. Trainer communicated well _____ **91%**
- 6. Trainer sensitized my interest in the topics _____ **99%**
- Average _____ 95%**

M/S J. Mwangi (No relation)

- 1. Trainer demonstrated sufficient knowledge of the subject. _____ **90%**
- 4. Trainer communicated well _____ **91%**
- 5. Trainer sensitized my interest in the topics _____ **85%**
- Average _____ 88%**

TRAINING EVALUATION SAMPLES

Client: Corporate Insurance Company limited

**Courses: 1. Business Leadership & Performance Mgt and
2. Staff Motivation & Capacity Building Training**

Venue: Bounty Hotel Dates: Feb, April, May 2008 & Feb 2009

2008 Training Evaluations – ALL Categories

	Staff Category	Managers	Sups/Mid Managers	Gen Staff	Junior Staff
	Description	%	%	%	%
1	I was given sufficient information on the course objectives	80.00	90	88.17	98.57
2	The course covered the stated objectives	85.00	92	93.33	94.28
3	Sufficient time was devoted to each training objective	80.00	75	82.50	95.7
4	I felt the course was well planned and coordinated	87.50	90	86.66	98.57
5	The contents were sufficient	87.50	98	88.33	97.54
6	The contents were easy to understand	90.00	91	93.33	94.28
7	The contents were informative	92.50	93	94.16	98.57
8	The contents were relevant	92.50	96	93.33	98.57

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9	The examples given were relevant	95.00	92	90.83	95.70
10	Trainers demonstrated sufficient knowledge of the subject	91.00	91	93.33	97.40
11	Trainers communicated well	85.00	88	88.33	97.40
	Average Rating of the Course	87.50	91	90.06	96.78
	Average Rating of the Trainers	88.00	89.50	90.83	97.40

TRAINING EVALUATION SAMPLES

Client: Pacific Insurance Company Ltd

**Courses: 1. Business Leadership & Performance Mgt and
2. Staff Motivation & Capacity Building Training**

Training Dates: April- May 2009

Venue: Pacific Insurance Training Centre

	Description	Proportion % Managers	Proportion Mid-Mgt	Proportion Junior sta
1	I was given sufficient information on the course objectives	84.61	87.50	96.00
2	The course covered the stated objectives	87.69	92.50	88.00
3	Sufficient time was devoted to each training objective	80.00	76.25	84.00
4	I felt the course was well planned and coordinated	84.61	87.50	88.00
5	The contents were sufficient	83.07	88.75	96.00
6	The contents were easy to understand	84.65	90.00	88.00
7	The contents were informative	89.23	95.00	100.00
8	The contents were relevant	87.69	92.50	96.00
9	The examples given were relevant	87.69	88.50	96.00
10	Trainers demonstrated sufficient knowledge of the subject	87.69	96.25	92.00
11	Trainers communicated well	89.33	91.25	88.00
	Average rating of the course	86.57	89.64	91.63

	Average rating of the Trainers	88.51	93.75	90.00
1	What would be your overall rating of the venue?	86.15	85.00	92.00

Thank you all for the interest and enthusiasm in the training.

Yours faithfully

Mwangi Wanjumbi (MKIM, FM-PTAK)
 Managing Consultant and Chief Trainer

TRAINING EVALUATION SAMPLES – 2010

EVALUATION FORM – MOTIVATIONAL TRAINING

LEADERSHIP Development Seminar Theme: Staying on Top

Client’s Name: BRITISH AMERICAN INSURANCE COMPANY TOP SALES TEAM

Venue: Safari Park Hotel

Date: 22nd February 2010

Name (Delegate)..... (Optional)

Gender: Male [] Female []

Seminar Objectives

After the session the participants will have

- Appreciated the bigger picture of leadership
- Learnt how to maintain team leadership
- Acquired knowledge on how to stay on top at personal level
- Understood how to continually influence others in leadership.

Tick as appropriate. An award of 5 denotes excellence while 1 denotes poor

1. I was given sufficient information on the seminar objectives _____ 93.60%
2. The leadership talk covered the stated objectives _____ 92.80%

Planning of the Seminar

3. I felt the talk was well planned and coordinated _____ 91.20%

Length of course

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4. Sufficient time was devoted to each training objective _____ 86.95%

Course contents

5. The contents were sufficient for the topic _____ 96.00%
6. The contents were easy to understand _____ 90.40%
7. The contents were informative _____ **94.40%**
8. The contents were relevant _____ 90.40%
9. The examples given were relevant _____ 91.30%

Trainers

10. The Trainer demonstrated sufficient knowledge of the subject _____ 94.16%
11. The Trainer communicated well _____ 90.83%
12. The Trainer sensitized my interest in the topic _____ **91.30%**

Average rating for the Course _____ 91.87%
Average rating for the Trainer _____ 93.00%

TRAINING EVALUATION SAMPLES

MOTIVATIONAL TRAINING - (RE-) ENERGISER

Main Area (s) of study:Intrapreneurship Concepts and Skills

Client's Name: Sasini Tea and Coffee Ltd

Venue: Embakasi Sales Branch

Objectives

Course Objectives: As explained

Tick as appropriate. An award of 5 denotes excellence while 1 denotes poor

1. I was given sufficient information on the course objectives **93.00 %**
2. The course covered the stated objectives **97.00%**

Planning of the course

3. I felt the course was well planned and coordinated **88.57%**

Length of course

4. Sufficient time was devoted to each training objective **84.28%**

Course contents

5. The contents were sufficient **91.42%**
6. The contents were easy to understand **95.71%**
7. The contents were informative **97.14%**
8. The contents were relevant **95.71%**
9. The examples given were relevant **94.28%**

Trainers

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10	Trainer demonstrated sufficient knowledge of the subject.	90.00%
11	Trainer communicated well	94.28%
12	Trainer sensitized my interest in the training	92.85%

Average ratings

Course - 92.85 %

Trainer – 92.37%

Further areas of immediately desired training: Mainly marketing strategy and selling skills

Client's Name: Medlink Labs and Medicals ltd

Course Content: Differentiation through Customer Service Excellence

Venue: Conference Room, Newtimes B.S. **Date:** Saturday, 15th May 2010

Name (Delegate)..... (Optional)

Objectives

As explained

Tick as appropriate. An award of 5 denotes excellence while 1 denotes poor

1. I was given sufficient information on the course objectives	100%
2. The course covered the stated objectives	100%

Planning of the course

6. I felt the course was well planned and coordinated	96 %
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Length of course

7. Sufficient time was devoted to each training objective	96%
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Course contents

8. The contents were sufficient	96 %
9. The contents were easy to understand	100%
10. The contents were informative	100%
11. The contents were relevant	100%
12. The examples given were relevant	100%

Trainers

- | | |
|--|-------------|
| 13. Trainers demonstrated sufficient knowledge of the subject. | 100% |
| 14. Trainers communicated well | 100% |
| 15. Trainer sensitized my interest in the training | 100% |

Your general opinion and observations

Would you recommend the course to other people? **Yes**

Summary

The general consensus was that the course was not only challenging but also interesting and practically oriented. It was also commonly felt that there is need for regular training sessions on different areas some of which were actually specified. Examples are more content on teamwork, leadership, management and many more.