

## Programmes conducted under the Aegis of MCPC

### TRAINING EVALUATION SHEET

<b>TRAINING EVALUATION SHEET</b>						
<b>Name of Potential Trainer</b>						
<b>Name of High Court/SLSA</b>						
<b>Name of Programme</b>						
<b>Name of Observer(s)</b>						
<b>Date</b>						
<b>Place</b>						
<b>No. of Participants</b>						
<b>Topic</b>						
<b>Parameters</b>	<b>Description</b>	<b>Needs further Training (1)</b>	<b>Requires more exposure (2)</b>	<b>Average (3)</b>	<b>Good (4)</b>	<b>Very Good (5)</b>
1. Opening	How confident was the presenter in making the opening remarks					

<b>2. Aim and Objectives</b>	Was the aim and objective of the training clearly stated					
<b>3. Atmosphere</b>	Was there a relaxed and friendly atmosphere (Ambience Management)					
<b>4. Techniques and Skills of Trainer</b>	Did the trainer use different skills of training (Lecture, Facilitative, Coaching, briefing/debriefing- demonstrations)					
	How well did the trainer manage to keep the training on the topics (Subject Management)					
<b>6. Preparation</b>	How satisfactory was the preparation (handouts, materials, role play etc.)					
<b>7. Clarity and Presentation</b>	How were the communication skills of the presenter, whether presenter was able to convey knowledge and learning to the trainees					
<b>8. Questions</b>	Were they well designed, did they stimulate discussion					
<b>9. Control of session (s)</b>	How well did the presenter control the questions/ arguments/ private chats etc. of the trainees					
<b>10. Final Summary</b>	How adequate was the closing of the presentation					
<b>11. Achievement of Objective</b>	Was the objective of the training achieved					
<b>12. Coverage of Topics</b>	Were all the topics covered within the allotted time (Time Management)					
<b>Final Remarks of the Observer (with overall Grading) [Please give full details without space constraints]</b>						
<b>Overall Grading</b>		<b>Needs further Training (1)</b>	<b>Requires more exposure (2)</b>	<b>Average (3)</b>	<b>Good (4)</b>	<b>Very Good (5)</b>

