

Procedure #	AD-110-P5	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

TRAINING EVALUATION PROCEDURE:

Training Evaluation is the process of gathering information about the training program through various tools like questionnaire, inquires, and conversation. The purpose of the gathered information would serve to improve the outcomes of future training.

1. At the end of each training program, a representative from the HR department should distribute and collect back the Training Feedback questionnaire from the trainees.
2. The HR representative should analyze the collected feedback and send the findings to the HR director and the concerned department.
3. In the case when a training program does not meet the expected objectives, the HR department in coordination with the director of the department concerned should set an action plan to remedy the situation.