

REVIEW TEMPLATE

for Reviewing the Organisation's Training Courses and Materials

Training Being Reviewed:

YES

NO

EFFECTIVENESS

Is the course effective in presenting information?

Do the employees understand what was presented?

Are there areas that could be improved? (if yes, detail below)

OUTCOMES

Did the training meet the company's intended outcomes?

Does it meet our objectives?

Did we meet the employee's expectations?

Was the training customer focused?

Are we delivering a better product or service as a result of the training?

Have we improved quality, health, safety and environment management?

DELIVERY

Was the training delivered in an effective media format?

Was the delivery of the training in line with workplace culture?

Was the training an appropriate length?

Is this training course older than 12 months?

Was the training delivered internally?

Was the training effective? (detail why below)

CONSIDERATIONS

Are there any legal requirements to consider? (if yes, detail below)

Are there any company changes to consider? (if yes, detail below)

Does the training align with the management system?

FEEDBACK (From employees who have been through the training)

Was the training engaging?

Was the content easily understood?

Could the content have been delivered better? (if yes, detail below)

Was the training relevant and current?

Review Completed By: _____ Date: _____