

1. General Information

Name of Training
Date of Training
Training Method
Trainer
Content

2. Participants

No.	Name	Signature	Successful
1			
2			

3. Confirmation

Hereby, the training supervisor confirms the successful completion of this training for all participants as indicated in the table above.

Action	Name	Team / Role	Date	Signature
Confirmation				

4. Evaluation

To be applied after training which has no included effectiveness check (e.g. electronic test): assessment of effectiveness should be typically carried out by a supervisor. By derogation, a self-assessment is possible, provided that no second person can adequately evaluate the effectiveness.

Action	Name	Team / Role	Date	Signature
Review				

Aspect	Objectives (largely) not achieved	Objectives partially achieved	Objectives (largely) achieved	Commentary
Applicability and practical relevance				

Aspect	Objectives (largely) not achieved	Objectives partially achieved	Objectives (largely) achieved	Commentary
Comprehensibility				
Depth				

[] The training has sufficiently achieved the objective. No further actions are necessary.

[] The training has not sufficiently achieved the objective. The following actions are proposed.

Actions:

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