

## LEARNING EFFECTIVENESS FEEDBACK FORM

The Learning Effectiveness Feedback Form is aimed to assess the effectiveness of the learning process in closing the competency gaps and measure the competency improvement of participants in all learning activities (both in-house and external local and foreign).

Through the observation and evaluation of the department manager the scale determines the following components:

1. The acquisition of knowledge and skill which refers to the employee's competence in the practice of learned strategies, techniques and approaches at work after attending the learning activity; and
2. The job performance of the employee which refers to the improvement or non- improvement of the employee based on his/her performance after attending the training program.

<b>NAME OF PARTICIPANT</b>	
<b>TITLE OF LEARNING ACTIVITY</b>	
<b>DURATION</b>	
<b>VENUE</b>	

**INSTRUCTIONS:** The following statements represent the values and attitudes towards the training program, the acquisition of knowledge and skill and the job performance after attending the learning activity. Read each statement carefully. You are asked to rate the participant from your department or unit according to the best of your knowledge about them and of your observation at work. Please indicate or circle your response to each item using the following scale.

5 - Always (100% of the time)

4 – Most of the time (75% of the time)

3 - Sometimes (50% of the time)

2 – Seldom (25% of the time)

1 – Never (0%)

N/A - Not applicable.

After the learning activity, my employee/staff at work...

1. Demonstrated what s/he has learned from the learning activity specifically the commitments made.	5	4	3	2	1
2. Explained the theories or principles involved in the learning activity in layman terms.	5	4	3	2	1
3. Found other sources relevant to the job aside from the learning activity.	5	4	3	2	1
4. Demonstrated positive changes in behavior as a result of the learning activity e.g., attending to job or tasks without being told, reporting to office on time, exhibiting enthusiasm in work, etc.	5	4	3	2	1
5. Was able to share learning/s from the learning activity to fellow employees/staff.	5	4	3	2	1

For this purpose the following table of equivalent shall be adopted:

<u>Score</u>	<u>Adjectival Rating/Description</u>
4.51 – 5.00	Excellent (E)
3.51 – 4.50	Very Satisfactory (VS)
2.51 – 3.50	Satisfactory (S)
1.51 – 2.50	Unsatisfactory (US)
0.51 – 1.50	Poor (P)

At least participants should have a Satisfactory score to indicate improvement in performance as a result of the learning activity.

Rated by:

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(Signature over Printed Name)