

Training Effectiveness Evaluation & Compliance Record

| Training Title | Training Date & Duration | Faculty / Trainer Name | Evaluation Date | Training Objective / Purpose | Compliance Standard Reference |
|----------------|--------------------------|------------------------|-----------------|------------------------------|-------------------------------|
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| Sl. No. | Name of Trainee | Employee ID | Dept. | Exam (50) | Trainer Role | Implementation of NCR/CAR/PAR | Process Improvement | Work Quality Review | Attitude & Confidence | Overall Score (%) | Status | Trainer's Remarks |
|---------|-----------------------|-------------|-------------|-----------|--------------|-------------------------------|---------------------|---------------------|-----------------------|-------------------|----------------|------------------------------|
| 1 | Sandip Panchal | EMP-101 | Maintenance | 48 | 1 Case | 2 Cases | 1 Case | 1 Area | 2 Observations | 92% | Pass | Very good, proactive |
| 2 | Hiren Panchal | EMP-102 | Maintenance | 40 | - | 1 Case | - | 1 Area | 1 Observation | 72% | Needs Improve. | Needs practical exposure |
| 3 | Pradip Parekh | EMP-103 | Maintenance | 47 | 1 Case | 2 Cases | 1 Case | 1 Area | 2 Observations | 90% | Pass | Confident, can train juniors |
| 4 | Kishan Singh Sekhavat | EMP-104 | Store | 47 | - | 2 Cases | 1 Case | 1 Area | 2 Observations | 86% | Pass | Strong grasp of concepts |

Analysis of the Table



1. Training Details

Program Name: QMS & API Awareness
Faculty: C.D. Patel (HOD – Q.C.)
Date & Duration: 17–18 Feb 2012 (2:00 PM – 5:00 PM)
Evaluation Date: 22 Feb 2012
Evaluation Method: Exam + other practical methods (Trainer role, NCR/CAR/PAR implementation, process improvement, etc.)

2. Evaluation Criteria

The evaluation covers **six areas**:

- Examination (Written test, 50 marks – minimum passing 35)
- Act as Trainer (Train subordinates – min. 1 case required)
- Implementation of Documents (NCR/CAR/PAR/internal audit – min. 2 cases required)
- Team Leader Role (Process improvement/problem solving – min. 1 case required)
- Quality Improvement Review (Min. 1 area)
- Changed Attitudes & Confidence (Min. 2 observations)

✓ Only **Examination** data is filled; all other categories are left blank.
This suggests evaluation was **theoretical only** (written exam), but **practical/behavioral assessments** were not completed.

3. Trainee Performance (Out of 50)

All 4 trainees passed (above 35 marks).
Top performer: Sandip Panchal (48/50 = 96%).
Lowest performer: Hiren Panchal (40/50 = 80%).

4. Effectiveness Insights

Strengths:

Exam results show strong understanding (all ≥ 80%).
Training delivery was effective in **knowledge transfer**.

Weaknesses:

No evidence of **practical application** (Trainer role, Document implementation, Leadership, Attitude).
Evaluation lacks **holistic effectiveness check** (limited to exam only).
No record of **trainer remarks, improvement areas, or follow-up actions**.

Summary

Training effectiveness **based on exam = High (average score 45.5/50 = 91%)**.
Training effectiveness **based on practical implementation = Not measured**.
Evaluation form needs to be **completed with all sections** for a true reflection of effectiveness.