



TRAINING ASSESSMENT

OFFICE OF MANAGEMENT AND BUDGET
CENTRAL SERVICES - STATE PROCUREMENT OFFICE
SFN 58307 (04-2017)

Course Title	Date
Instructor	

Place checkmark below rating from 1 (LOW) to 5 (HIGH)

Did the Training	1	2	3	4	5
Increase knowledge of purchasing					
Adequately explain requirements and procedures					
Adequately demonstrate on-line systems and forms					
Clearly communicate through the manual and material					
Hold my interest					
Illustrate the need for the course					

Did the Instructor

Present in an organized and effective manner					
Encourage and facilitate open discussion					
Field questions with ease and respond satisfactorily					
Provide adequate explanation, examples, and illustrations					

Course Content

Strength(s) of Course
Weakness(es) of Course
Topics Requiring Additional Time/Understanding
Recommendations for Improvement

Your candid comments are appreciated.