



# 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.