

UJVN Limited

TRAINING EFFECTIVENESS EVALUATION SHEET

Department :

Training Program attended:

Internal / External :

Dates / Period of Training :

Expected Gain to Participants / Organization from Training :

S. No.	Employee Name	Designation	Effectiveness of Training			
			Effective Fully	Some Improvement	No Improvement	Re-training Required

Effective Fully (rate as 3) Participant is now performing to the desired productivity / output level expected after training.

Some Improvement (rate as 2) Participant up to some extent is now performing the job but not to the desired productivity / output expected after training.

No Improvement (rate as 1) No improvement in productivity / output expected after training.

Retraining required (rate as 0)- no learning at all.

Note: Employee having rating 1 may need to undergo same / other training to further improve his / her performance and to get desired output. HOD can also refer employee having rating 3 if the need is felt.

DATE OF EVALUATION :

SIGNATURE OF CONTROLLING OFFICER

F05 (DHR(HR)-P-01)/00