

Exhibit D

Training Evaluation Form	OMB No. 2577-0271
Expires 11/30/2013	
Course Title:	
Instructor/Training Course:	
Program Office:	Date:

Public reporting burden for this collection of information is estimated to be **2 minutes** per response, including the time for reviewing instructions, and reviewing and completing the collection of information. This information will be used by HUD to determine the effectiveness of the training content and tools, instructors, training environment, and training benefits. The response to this information collection is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information collected does not lend itself to confidentiality.

Instructions: Upon completion of the course, training participants are strongly encouraged to complete this evaluation form. Completing this form will assist HUD in assessing whether or not this learning activity is the best approach for the training need. Please circle the response below which best describes your assessment of the training.

SECTION I: COURSE EVALUATION

	Not Applicable	Strongly Disagree	Disagree	Can Not Decide	Agree	Strongly Agree
1. The course content matched the learning objectives.	N/A	1	2	3	4	5
2. The course length was sufficient to deliver the content.	N/A	1	2	3	4	5
3. The course design (i.e., materials and learning activities) encouraged my participation in the class.	N/A	1	2	3	4	5
4. The course provided opportunities to practice and reinforce what was taught.	N/A	1	2	3	4	5
5. The course information was at an appropriate level to understand the learning objectives.	N/A	1	2	3	4	5

SECTION II: TRAINING TOOLS

6. The quiz questions helped me to learn the course information.	N/A	1	2	3	4	5
7. The learning aids (i.e. workbooks, hand-outs, role-playing exercises, PowerPoint slides) assisted my learning.	N/A	1	2	3	4	5
8. The technology equipment worked properly.	N/A	1	2	3	4	5

SECTION III: INSTRUCTOR EVALUATION

9. The instructor was prepared for class.	N/A	1	2	3	4	5
10. The instructor was knowledgeable about the course content.	N/A	1	2	3	4	5
11. The instructor was responsive to questions and other needs.	N/A	1	2	3	4	5

	Not Applicable	Strongly Disagree	Disagree	Can Not Decide	Agree	Strongly Agree
12. The instructor presented the content in an interesting manner.	N/A	1	2	3	4	5

13. The instructor communicated well.	N/A	1	2	3	4	5
14. The instructor encouraged a participatory and interactive learning environment.	N/A	1	2	3	4	5
SECTION IV: INSTRUCTIONAL ENVIRONMENTAL EVALUATION						
15. The training facilities were suitable for learning.	N/A	1	2	3	4	5
16. There was adequate accommodation for any special needs.	N/A	1	2	3	4	5
17. The training location was easy to find.	N/A	1	2	3	4	5
SECTION V: TRAINING BENEFIT						
18. I needed training on this topic.	N/A	1	2	3	4	5
19. The training was relevant to improving the knowledge/skills I need to accomplish my job.	N/A	1	2	3	4	5
20. I believe the practical exercises were good simulations of the tasks that I actually perform on my job.	N/A	1	2	3	4	5
21. There was more than one training style used that was conducive to my learning style (i.e. straight lecture, lecture with visual aids and/or interaction).	N/A	1	2	3	4	5
SECTION VI: TRAINING OVERALL						
22. Overall, I am satisfied with the Training course.	N/A	1	2	3	4	5
23. Overall, I am satisfied with the instructor(s).	N/A	1	2	3	4	5
24. Overall, I am satisfied with the training environment.	N/A	1	2	3	4	5
25. Additional Comments:						