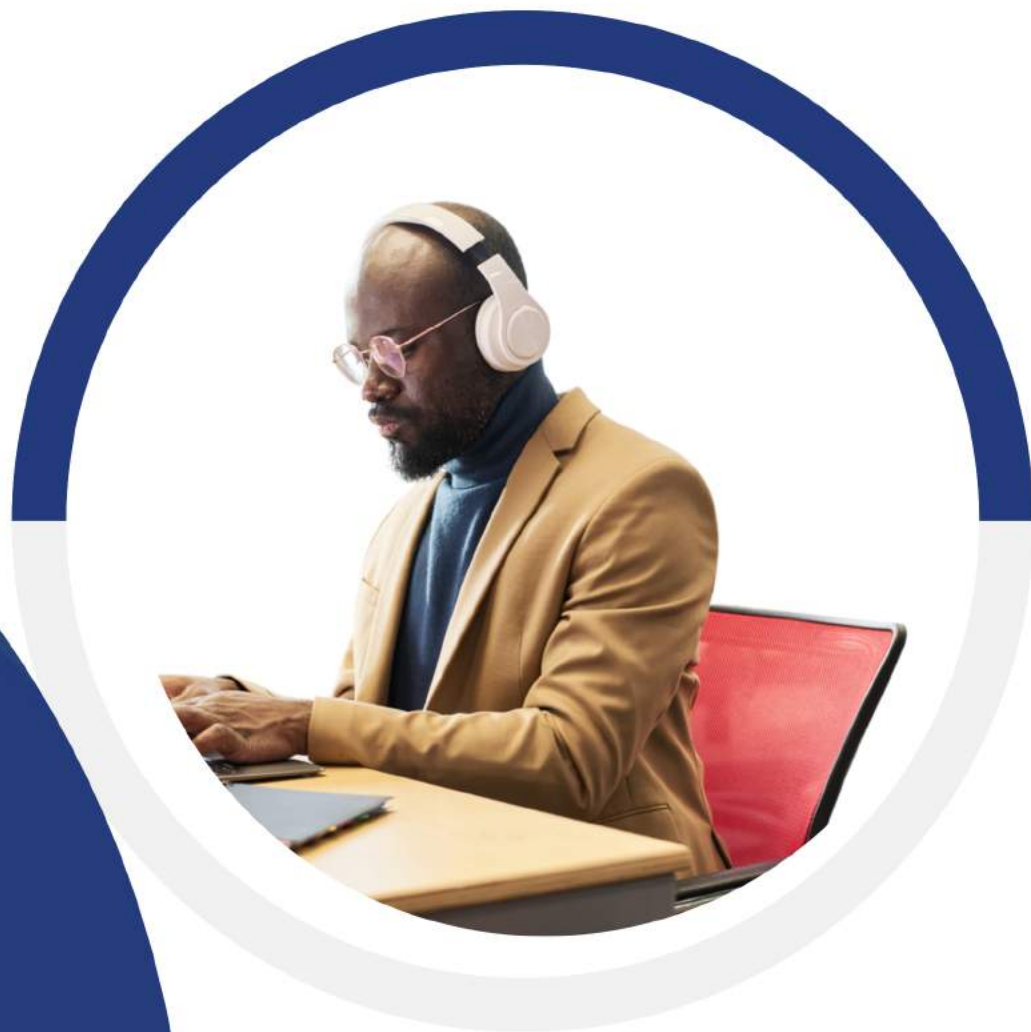




# Employee Feedback Template



# Introduction

Welcome to the One On One Employee Feedback Template – your tool for enhancing employee engagement and fostering a culture of continuous improvement within your organisation. We understand the significance of feedback in driving growth and transformation, and we're delighted to offer you this comprehensive template as a resource to help you gather valuable insights from your employees.

With this template, you can create an open and confidential space for your team members to share their thoughts, experiences, and suggestions, ultimately shaping the path towards a more productive and thriving workplace. We believe in the power of collective wisdom, and by using this template, you're taking a proactive step toward harnessing that power for the benefit of your organisation.

Thank you for choosing One On One to support your journey towards building a stronger, more connected workforce.



# Template

**Dear [Employee Name],**

Thank you for participating in our recent training program. Your feedback is invaluable in helping us improve and tailor our training initiatives to better meet your needs. Please take a few moments to share your thoughts and experiences with the training program. Your responses will remain anonymous, ensuring an open and honest exchange of feedback.

## Training Program Evaluation

1. On a scale of 1 to 5, how would you rate your overall satisfaction with the training program?

(1 being unsatisfactory, 5 being highly satisfactory)

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2. Please highlight specific strengths of the training program that you found beneficial.

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3. Are there any areas of the training program that you think could be improved? Please provide details.

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## Relevance to Job:

4. How applicable do you find the training content to your daily tasks and responsibilities?

- \_\_\_ Very Applicable
- \_\_\_ Somewhat Applicable
- \_\_\_ Neutral
- \_\_\_ Not Very Applicable
- \_\_\_ Not Applicable at All

5. Identify specific instances where the training content directly contributed to your work tasks.

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6. Are there areas where you believe the training could be more job-specific? Please provide details.

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## Effectiveness of Training Methods:

7. Rate the effectiveness of the training delivery methods (lectures, workshops, etc.) on a scale of 1 to 5.

(1 being ineffective, 5 being highly effective)

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8. Do you have suggestions for alternative training methods that you believe would be more effective? Please elaborate.

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Support and Resources:

9. How would you rate the availability and usefulness of resources provided during the training program?

(1 being not available/useful, 5 being highly available/useful)

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10. Are there additional resources or support you feel would enhance the training experience? Please provide suggestions.

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Opportunities for Improvement:

11. Identify any specific areas of the training program that you believe need improvement.

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Propose actionable solutions or changes that you think would address the areas for improvement.

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Overall Comments and Suggestions:

13. Please share any additional thoughts, comments, or suggestions you have regarding the training program.

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## **Thank you!**

Thank you for your time and valuable input. Your feedback is essential in helping us enhance our training programs and provide a better learning experience for all employees.

Sincerely,

[Your Organization]

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