A STUDY ON TRAINING EVALUATION OF MANUFACTURING COMPANY IN TRICHIRAPALLI DISTRICT-TAMILNADU

QUESTIONNAIRE

Personal Profiles
1. Age : □ below 30 □ 31 – 40
□ 41 – 50 □ 51 and Above
2. Gender : □ Male □ Female
3. Marital Status : □ Married □ Unmarried
4. Cadre : □ Executive □ Supervisor
5. Qualification : □ Diploma □ UG □ PG
□ Professional □ Others
□ 21 – 30 □ Above 31

Pre - Training
1. Employees are given advanced notification about training content prior to attending a training program.
□ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree
2. Training needs of employees are identified prior to training.
□ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree
3. Employees have pre-course discussions with their supervisors prior to attending a training program.
4. Employees have input in decisions about training program content and/or methods.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

5. Employees are given release time to prepare for a training program
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

6. Supervisors discuss the content and benefits of a training program with employees prior to a training program.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

7. Supervisors participated in advance orientation or training sessions regarding the training programs to which their employees will be sent
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

8. Supervisors set goals with employees that focus on improving specific skills before employees attend training programs.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

9. Employees have a choice to attend or not to attend any particular training program.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

10. Attendance at training programs is not mandatory.
    □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree
11. Employees from the same department or functional group are trained together.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

12. Trainees are given preparatory reading prior to attending a training program.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

13. Training programs include activities or assignments that trainees are required to do before they arrive for the actual training program.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

**During Training**

14. Training programs provide trainees with training experiences and conditions (surroundings, tasks and equipment) that closely resemble those in the actual work environment.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

15. Training programs provide trainees with a variety of training stimuli and experiences, such as several examples of a concept, or practice experiences in a variety of situations.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

16. Training programs teach trainees the general rules and theoretical principles that underlie the training content and the use and application of the trained skills.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
17. Trainees are given feedback and Information about their performance of the training tasks and material during the training program.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

18. Trainees are rewarded during training for learning and performing training material and tasks.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

19. Trainees leave training programs with a written performance contract with goals to be achieved.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

20. Training programs prepare trainees to cope with obstacles or difficulties that might prevent them from successfully applying the training material when they return to the work environment.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

Post Training

21. Supervisors are instructed to provide trainees with support to help them use newly acquired skills after attending a training program.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

22. Supervisors are instructed to ensure that trainees have opportunities to practice and apply newly acquired knowledge and skills after attending a training program.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

23. Supervisors are instructed to praise or reward employees for using newly acquired skills developed in a training program.
24. Some form of booster session is conducted as an extension of a training program in which the trainer meets the trainees.

25. Efforts are made to ensure that employees have the resources (e.g., tools, equipment, materials, supplies, etc.) that are necessary in order to apply the knowledge, skills, and/or abilities developed in training programs.

26. The performance appraisal system considers the trainees’ use of knowledge, skills, and/or abilities acquired in training programs.

27. Trainees are required to submit a post-training report after attending a training program.

28. Trainees are required to participate in an interview or discussion as part of a follow-up to a training program they attended.

29. Employees are paired with each other following completion of a training program in order to assist each other by providing feedback and reinforcement to ensure they use the skills developed in a training program.
30. Employees are evaluated on their use of new skills or knowledge following completion of a training program.

31. Employees are required to undergo an assessment following completion of a training program in order to evaluate their learning.

Transfer of Training

32. Using the new knowledge skill and attitude has helped me improve my work.

33. I can accomplish my job tasks faster than before training.

34. I have accomplished my job tasks faster than before training.

35. I can accomplish job tasks better by using new knowledge skill and attitude.

36. The quality of my work has improved after using new knowledge skill and attitude.
37. I make fewer mistakes in performing my job when using new knowledge skill and attitude.
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

Satisfaction with Training Session

38. The training objectives were accurately conveyed
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

39. The training objectives were properly accomplished
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

40. I was told that “How would I benefit from this training program”
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

41. Having told that “How would I benefit from this training program” helped me gain commitment to training program
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

42. Feedback forms based on subjective personal reaction to the training experience were collected from the trainees
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

43. I was provided with adequate resources to implement the learning from training session
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

Training Content Satisfaction

44. Training session has increased my understanding of the subject.
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
45. Training contents were relevant to the job I perform.
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
46. Skills acquired through Training were helpful to me in carrying out my duties.
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
47. The skill(s) acquired through training/development program has increased my capability.
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
48. Training added value by providing opportunity to develop skills and knowledge
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

Satisfaction with Trainer
49. Trainer was helpful
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
50. Trainer was well prepared
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
51. Training showed encouragement and motivated trainees to learn
☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree
52. Trainer used varied learning methods for different types of learners (e.g. slides, images, videos, practical demos)
53. The training session was collaborative and involved discussion with the trainer
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

**Transfer of learning**

54. Management supported me in transferring training to work
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

55. I was able to transfer the learning from training to work
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

56. I was in control on how to implement the learning
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

57. I was allowed learn from my mistakes that happened during transfer of learning
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

58. The training has put me in further control over my job
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

59. The training has increased work efficiency and effectiveness
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree
Employee Development Aspect of Job Satisfaction

60. I have made progress towards the goals I have set for myself
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

61. The job has increased my career expectations
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

62. Organizational steps for employee growth such as training have positive impact on my job
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

63. The job has given me chances to do what I am best at
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

64. The job has provided me a chance to do different things from time to time
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

65. I get praised for performing my duties efficiently and effectively
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

66. I get a feeling of accomplishment for performing my duties
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree

67. There is a chance of advancement in the current job
   □ Strongly Agree □ Agree □ Moderate □ Disagree □ Strongly disagree
68. The job provides me the chance to do something that makes use of my abilities

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

69. I am happy with how company policies are put into practice

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

70. The job provides me new ways of learning

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

71. I feel proud in telling others that I work for this organization

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

72. I would like to work long term for this organization

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

Training Usefulness:

73. Training program was relevant to the organizational and individual objectives.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

74. New knowledge and skills were learnt during training

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

75. Training had value and transferability to the workplace.

☐ Strongly Agree ☐ Agree ☐ Moderate ☐ Disagree ☐ Strongly disagree

76. Training led to change in behavior on job.
77. Training exercises were informative and knowledge oriented.

78. Training program helps achieve team goals, organizational goals and individual goals.