Appendix

5. Questionnaire – Pre-Training phase

6. Questionnaire – Post-Training phase

7. Questionnaire – Follow-up Training phase

8. Questionnaire – Trainers’ Opinion
EVALUATION OF TRAINING PROGRAMME IN INDIA POST - A STUDY

IN TAMIL NADU

Researcher : Mu.Subrahmanian Research Guide : Dr.M.Jeyarathnam

Personal Information

1. Name : 

2. Present Post Office Address :

3. Permanent Address :

4. Sex : Male / Female


6. Education : SSLC / HSC / Diploma / UG / PG

7. Grade / Position :

8. Present Job Profile :

9. Experience Details :
   - Total Experience : 1 – 5 / 6 – 10 / 11 – 15 / 16 & Above
   - Experience in India Post : 1 – 5 / 6 – 10 / 11 – 15 / 16 & Above
EVALUATION OF TRAINING PROGRAMME IN INDIA POST - A STUDY IN TAMIL NADU

Researcher : Mu.Subrahmanian Research Guide : Dr.M.Jeyarathnam

Pre - Training Phase Questionnaire

1. Name : 
2. Position / Cadre : 
3. Post Office Address : 
4. Title of the Training Programme going to attend : 
5. Training need is ascertained by : 
   - Self
   - Superior

6. Did you aware of your learning objective before attending the Training Programme? 
   - Yes
   - No

7. Did you discuss the learning objective with your superior? 
   - Yes
   - No

8. Information about Training Programme

   Circle the appropriate answer

   - The Training purpose is stated clearly
   - The objective are described at the beginning
   - The schedule of the training is clearly explained at the beginning of the training
9. Training Purpose

1. Not at all true   2. A little true   3. Some what true  4. True to a great extent
5. Very true

Circle the appropriate answer

- Training is given adequate importance in your organization 1 2 3 4 5
- Training is well planned 1 2 3 4 5
- The employee are helped to acquire knowledge & skills through training 1 2 3 4 5
- Employee are participate in determining the training they need 1 2 3 4 5
- There is a well-designed and widely shared training policy in the company 1 2 3 4 5

10. Preference of Trainee

- Type of trainer preferred : Internal / External / Both
- Venue of training preferred : Inside / Outside the company
- Language preferred for training: English / Tamil / Both
- Training Aid preferred : Chalk Board / OHP / LCD
11. What makes you to participate in Training Programme

☐ To improve job performance

☐ For Self Development

☐ To enhance Financial Benefits

(Increment / Promotion)

EVALUATION OF TRAINING PROGRAMME IN INDIA POST - A STUDY IN TAMIL NADU

Researcher : Mu.Subrahmanian Research Guide : Dr.M.Jeyarathnam

Post - Training Phase Questionnaire

Take a few minutes to think about the entire training programme and give me your answers to the following questions. This information will be very helpful for my research work and can be communicated to your organization for planning the future training programme.

1. Title of the Training Programme :

2. Name of the trainer :

General Evaluation

3. To what extent were your objectives realized?
☐ Not realized ☐ Realized to a slight extent ☐ Realized to a moderate extent
☐ Realized to a great extent ☐ Fully realized

4 Extent of achievement of objectives

Completely Failed 1 2 3 4 5 Completely Successful

- To improve your understanding about the nature, requirements & responsibilities of job 1 2 3 4 5
- To increase your knowledge in present title of training 1 2 3 4 5
- To increase in effectiveness 1 2 3 4 5

9. What was your overall reaction to this training programme?
☐ Excellent ☐ Better than expected ☐ Satisfactory ☐ Average ☐ Below average

10. Expectation realized from the training

- Did you feel that the training programme met your needs? 1 2 3 4 5
- Do you have a better attitude about your job now that you have completed this training programme? 1 2 3 4 5
- Would you recommend the training programme to your fellow workers? 1 2 3 4 5
Evaluation of Trainer

11. State the following

4. Effective 5. Very effective

- Knowledge of subject 1 2 3 4 5
- Organization & Presentation 1 2 3 4 5
- Style & Delivery 1 2 3 4 5
- Responsiveness to trainees 1 2 3 4 5
- Creating appropriate learning climate 1 2 3 4 5
- Use of time 1 2 3 4 5

Methods of Presentation

12. What are the teaching aids used in the training?
   - Black Board
   - OHP
   - LCD

13. Do you think too many trainers were involved in this training programme?
   - Strongly Disagree
   - Disagree
   - Neutral
   - Agree
   - Strongly Agree

14. How do you rate the balance of Lecture, Group Discussion, Group Exercise?
   - Too much Lecture
   - Too much Discussion
   - Too much Exercise
Training Programme Content

15. Sequence of training programme

- The training programme duration was correct? 1 2 3 4 5
- The training programme content logically sequenced? 1 2 3 4 5
- The training programme duplicates what you had learned? 1 2 3 4 5
- Theoretical & practical material in the training programme was balanced? 1 2 3 4 5

Instructional Materials

16. Whether audio – visual aids were used?

☐ Yes ☐ No

17. If Yes, the quality of the audio – visual aids were good?

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

18. Whether the handout has been given to you?

☐ Yes ☐ No

19. If Yes, the quality of the handout materials was good?

☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree
20. Was the handout materials relevant to the course contents?
   ☐ Yes ☐ No

**Out of Class Assignment**

21. Whether any evening assignment is given to you during the training programme?
   ☐ Yes ☐ No

22. If Yes, what did you think of the evening assignments?
   ☐ Very valuable ☐ No real value

23. How do you rate the difficulty of the assignment?
   ☐ Very much difficult ☐ Difficult ☐ Suitable ☐ Easy
   ☐ Very much Easy

24. How do you rate the relevancy of the assignment to the course material?
   ☐ Very relevant ☐ Relevant ☐ Suitable ☐ Not relevant
   ☐ Very much not relevant
**Facilities**

25. The seating arrangements and Chair comfort was convenient in the training room?

- [ ] Strongly Disagree
- [ ] Disagree
- [ ] Neutral
- [ ] Agree
- [ ] Strongly Agree

26. Satisfaction of hospitality

1. Excellent  
2. Better than expected  
3. Satisfactory  
4. Average  
5. Below average

Food

1 2 3 4 5

Accommodation

1 2 3 4 5

Physical Environment

1 2 3 4 5

(Timeperature, Lighting, Noise, Etc)

**Planned Improvements**

27. As a result of this training programme, what do you estimate to be the increase in your personal effectiveness, expressed as a percent?

- [ ] Less than 10%
- [ ] 11% to 30%
- [ ] 31% to 60%
- [ ] 61% to 90%
- [ ] Above 90%

28. Use of skills in work place

Highly encourage the use 1 2 3 4 5  
Highly discourage the use
**Final Conclusion**

29. State the following

- Enjoyment
  - A lot
  - 5
  - 4
  - 3
  - 2
  - 1
  - Little

- Usefulness
  - A lot
  - 5
  - 4
  - 3
  - 2
  - 1
  - Little

- Extent of learning
  - A lot
  - 5
  - 4
  - 3
  - 2
  - 1
  - Little

30. What is your overall impression about the training programme attended?

- Excellent
- Better than expected
- Satisfactory
- Average
- Below average

31. Did you recommend this training programme to your colleagues?

- Yes
- No

EVALUATION OF TRAINING PROGRAMME IN INDIA POST - A STUDY IN TAMIL NADU

Researcher : Mu.Subrahanian

Research Guide : Dr.M.Jeyarathnam

**Follow up - Training Phase Questionnaire**

As a former participant in ________________ training programme, you can best evaluate the immediate, long range, and lasting effects of the training programme. It has been several months since you completed the training programme, and I am interested in your opinion about the training programme’s success. Since you have had time to reflect on the material and attempt to put it into practice, I need your frank comments regarding several aspects of the training programme.
Indicate the extent to which you are allowed to practice what you learned

☐ Not been able to practice anything you learned

☐ Not been able to practice much of what you learned

☐ Able to practice most of what you learned

☐ Able to practice all what you learned

When you returned to the job, you superior

☐ Ignored the training you receive

☐ Was neutral regarding the training you received?

☐ Was moderately interested in the training you received

☐ Assisted you in trying to practice what you learned during the training

Whether your attitude has been changed after attending the training programme?

☐ Yes ☐ No

Have you used the reference and reading material provided during the training programme

☐ Yes ☐ No

What are all the changes made after attending the training programme?

☐ Knowledge ☐ Skills ☐ Attitudes ☐ None
As a result of this training, what do you estimate to be the increase in your personal effectiveness, expressed as a percent?

- Less than 10%
- 11% to 30%
- 31% to 60%
- 61% to 90%
- Above 90%

In my opinion, the overall training programme was

- Much ineffective
- Ineffective
- Can’t say definitely
- Effective
- Much Effective

Did you recommend this training programme to any one of your colleagues?

- Yes
- No

Did you feel need identification is important before participating in the training programme?

- Yes
- No

Please add your name if you wish to do so
Kindly Send this Questionnaire to me and help me in completing my Ph.D degree.

My Present Address:
Mu.Subrahmanian,
114A, Yamuna Street,
Palaniappa Nagar,
Valasaravakkam,
Chennai – 600 087
Mobile : 93800 – 66996

Any Qures call me at time.

Thank you for your cooperation
Trainers’ Opinion about Training

1. Name :

2. Sex : Male / Female


4. Education : SSLC / HSC / Diploma / UG / PG

5. Experience Details: 1 – 5 / 6 – 10 / 11 – 15 / 16 & Above

6. Whether you described the training objective in the beginning of the training

□ Yes □ No

7. Did you clearly explain the schedule of the training in the beginning of the training?

□ Yes □ No

8. Language used in the training
9. Training methodology used in training

   Lecture / Discussion / Exercise / Balance of all

10. Audio Visual aid used

   Chalk Board / OHP / LCD

Did you think the number of trainees in the training programme was correct?
   □ Strongly Disagree  □ Disagree  □ Neutral  □ Agree  □ Strongly Agree

Did the trainees actively participate / interact in the training programme
   □ Yes  □ No

Do you feel hand-out material issued to trainees covers the entire training programme
   □ Strongly Disagree  □ Disagree  □ Neutral  □ Agree  □ Strongly Agree

Did you give evening assignments to the trainees
   □ Yes  □ No

Whether the trainees complete the evening assignments in stipulated time
   □ Yes  □ No

How will you update your subject knowledge

   Reading / Going for training programme
Did you feel external trainers should be used for effective training
☐ Strongly Disagree ☐ Disagree ☐ Neutral ☐ Agree ☐ Strongly Agree

Whether the learnt skills will be useful in workplace
☐ Highly useful ☐ Useful ☐ Neutral ☐ Not useful
☐ Highly not useful

Are you satisfied with the trainees feedback in the training programme
☐ Highly Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied
☐ Highly Dissatisfied

Are you satisfied as a trainer
☐ Highly Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied
☐ Highly Dissatisfied