

EVALUATION FORM

INTRODUCTION TO PURCHASING

Date: _____

How do you feel about the level of detail in the presentation?

Too basic:

About right:

Too much detail:

Can you think of information that was missing from this presentation that you would like to have seen included?

We plan to hold this training quarterly. How often do you think you will attend?

What other training sessions would you like to see from the Business Office?

We designed this training for both the beginner and as a refresher for long-term users. What is your level of expertise, and did we fulfill your training needs?

Duration of training:

Too short:

Too long:

We welcome any other input or suggestions you may have so we can improve future sessions.