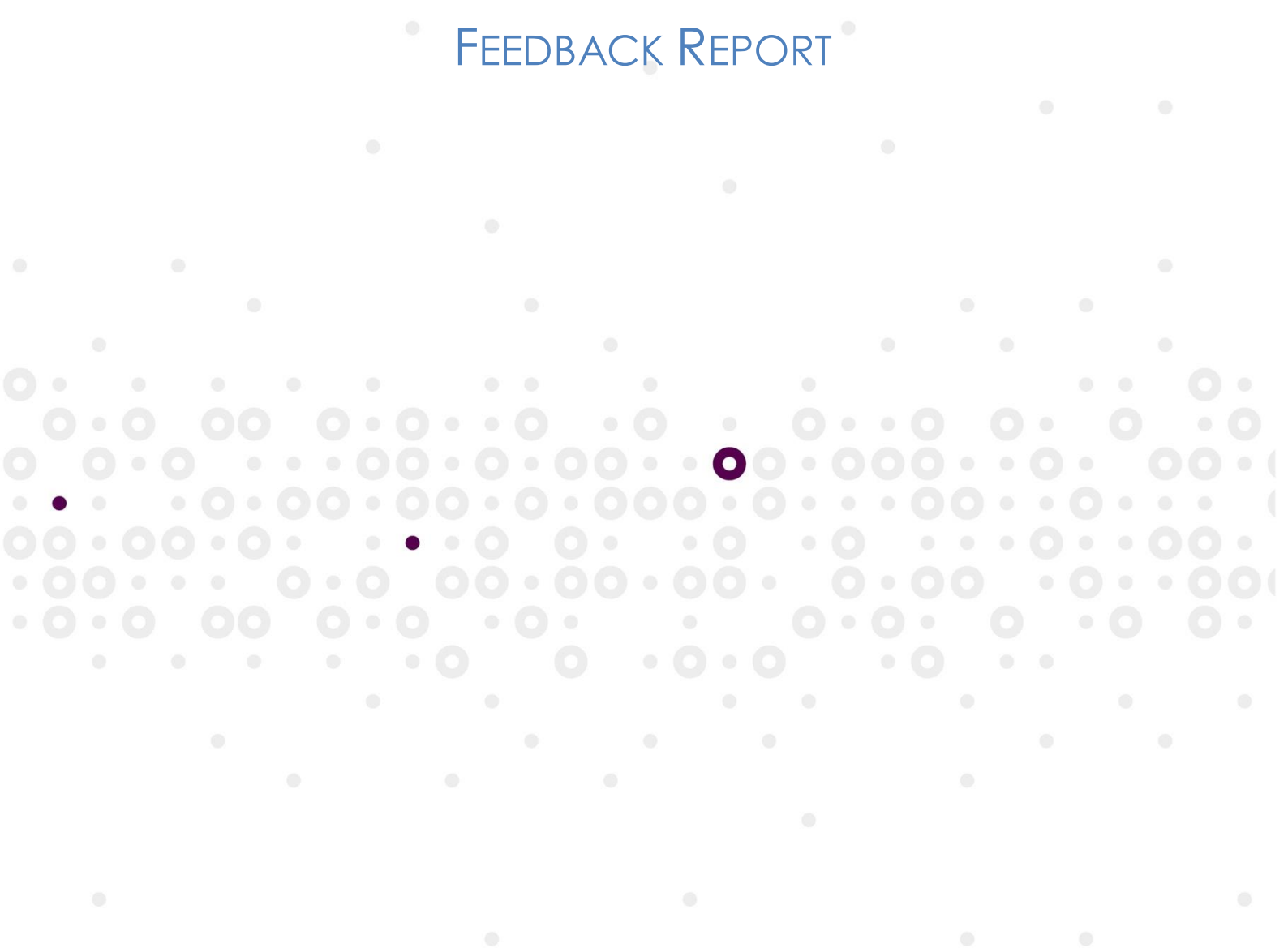


BC6833 – CERTIFICATE IN ADMINISTRATIVE MANAGEMENT

NOVEMBER 2017

FEEDBACK REPORT



Management Level or Seniority		Reason for Attending		Group Dynamics (Avg)	
I lead an organisation	0	Topic is relevant to my role	2	Time With Company	4.3
I manage a division	0	Topic is relevant to a future role	0	Time In Current Role	4.3
I manage a team	1	A company initiative	1		
I supervise a function	1	Line manager recommendation	0	Forms Completed	3 / 3
I am part of a team	1				
I am in a support role	2				

1. Training Program Objectives

1.1) The learning objectives were clearly defined at the start of the course

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.7											

1.2) The defined learning objectives were accomplished

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.7											

Comments:

2. Programme Overview

2.1) The course improved my understanding of the topic

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.0											

2.2) The knowledge and skills I learned will be helpful in my current role

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.3											

2.3) I would be interested in attending an advanced follow-up session

2										
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Comments:

3. Course Manual and Presentation Material

3.1) I found the course materials easy to navigate

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
10.0											

3.2) The course materials supported my learning and will provide a good reference point in future

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.3											

Comments:

X

4. Informa Professional Trainer

4.1) My learning was enhanced by the knowledge and experiences of the trainer

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.3											

4.2) The trainer used a range of learning styles to complement the topic & maintain interest levels

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
10.0											

4.3) I was engaged and actively involved during the session

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.3											

4.4) The session timings were well managed

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.7											

4.5) I was given opportunity to ask questions and acquired fresh perspective from the answers

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
10.0											

4.6) I would be interested in attending other courses with the same trainer

3

Comments:

5. Set-Up and Location

5.1) I found the room set-up and atmosphere to be comfortable

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
8.0											

Comments:

6. Overall Course Rating

6.1) How likely are you to recommend this course to your company / colleagues?

Strongly Disagree	1	2	3	4	5	6	7	8	9	10	Strongly Agree
9.3											

Comments:

How would you describe your learning experience?

What other training topics would improve your work?