

**Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Training and Professional Development
Training Validation Survey
(Employee Version)**

Thank you for your attendance to ATF Office of Training and Professional Development (TPD) training. We are committed to training excellence and providing current and effective training. Your feedback about the usefulness of TPD training to prepare you to perform your job duties is very important to us. Please take a moment to complete this short survey to help us gather information about your experience. Your responses and comments will be used to review the effectiveness of the training and to update courses so that they continue to meet your professional requirements and the needs of the Bureau.

Instructions: Please rate each item by selecting the option that best reflects your response.

Background

1.	The number of years of experience I have in my position.	None to less than a year	1 – 2 Years	3 – 4 Years	5 – 10 Years	More than 10 Years
2.	The number of years of experience I have working in the topical area.	None to less than a year	1 – 2 Years	3 – 4 Years	5 – 10 Years	More than 10 Years

**Bureau of Alcohol, Tobacco, Firearms and Explosives
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Training Validation Survey
(Employee Version)**

Background (Continued)

Using the rating scale from 1 to 5, with 1 being "Not At All" and 5 being "At Great Length," please respond to following:

- | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 3. My supervisor and I discussed this course's purpose prior to my taking the training to the following degree: | Not At All | | | | At Great Length |
| | 1 | 2 | 3 | 4 | 5 |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Before the training, my supervisor shared his or her expectations regarding how I will use what I learned in class on the job to the following degree: | 1 | 2 | 3 | 4 | 5 |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Bureau of Alcohol, Tobacco, Firearms and Explosives
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Training Validation Survey
(Employee Version)**

Relevance

Using the rating scale from 1 to 5, with 1 being “Not At All” and 5 being “Completely,” please respond to following:

- | | | | | | | | |
|----|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------|
| 5. | The extent of my knowledge about the course content <u>prior</u>
<u>to</u> attending was: | Not At All | | | | | Completely |
| | | 1 | 2 | 3 | 4 | 5 | |
| | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| 6. | The extent to which the course prepared me to apply the
knowledge and skills learned <u>after</u> I returned to the job
was: | 1 | 2 | 3 | 4 | 5 | |
| | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |

**Bureau of Alcohol, Tobacco, Firearms and Explosives
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(Employee Version)**

Relevance (Continued)

Using the rating scale from 1 to 5, with 1 being "Strongly Disagree" and 5 being "Strongly Agree," please respond to following:

- | | | | | | | |
|----|--|----------------------|---|---|---|-------------------|
| | | | | | | |
| 7. | The information I received in training was accurate and consistent with information received on the job. | Strongly
Disagree | | | | Strongly
Agree |
| | | 1 | 2 | 3 | 4 | 5 |
| | | ○ | ○ | ○ | ○ | ○ |
| | | | | | | |
| 8. | The information covered in the course was valuable and relevant to my job. | Strongly
Disagree | | | | Strongly
Agree |
| | | 1 | 2 | 3 | 4 | 5 |
| | | ○ | ○ | ○ | ○ | ○ |
| | | | | | | |

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Relevance (Continued)

- | | | | |
|----|--|-----------------------|-----------------------|
| 9. | Yes or no: Job aids or reference materials were provided during training. (If no, proceed to Item 11; if yes, proceed to the next item, # 10.) | No | Yes |
| | | <input type="radio"/> | <input type="radio"/> |

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Relevance (Continued)

Using the rating scale from 1 to 5, with 1 being “Strongly Disagree” and 5 being “Strongly Agree,” please respond to following:

		Strongly Disagree				Strongly Agree
10. The job aids or reference materials provided during training have been valuable and relevant to the job.	Never Used Job Aids or Reference Materials	1	2	3	4	5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If the job aids or reference materials were never used or if you responded to the statement with a “1” or “2,” please explain:

**Bureau of Alcohol, Tobacco, Firearms and Explosives
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Training Validation Survey
(Employee Version)**

Opportunity

Training sometimes focuses on preparing for events we hope never to experience, but for which we must be prepared, such as, emergency evacuation procedures, use of deadly force, and first aid. If the training attended was for such events AND you have not had to apply the knowledge and skills in a real situation, then please select "Not Applicable." Using the rating scale from 1 to 5, with 1 being "Never" and 5 being "Often," please respond to following:

11. I have received opportunities to apply the knowledge and skills learned in training.

	Never				Often
Not Applicable	1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you responded with a "1" or "2," please explain:

**Bureau of Alcohol, Tobacco, Firearms and Explosives
Office of Training and Professional Development
Training Validation Survey
(Employee Version)**

Obstacles

Using the rating scale from 1 to 5, with 1 being “Always a Problem” and 5 being “Never a Problem,” please respond to following:

12. Since taking the training, the following, if any, have prevented me from applying the knowledge and skills in my job:

		Always a Problem				Never a Problem
Equipment not available	Not Applicable	1	2	3	4	5
	○	○	○	○	○	○
Lack of funding or personnel	Not Applicable	1	2	3	4	5
	○	○	○	○	○	○
Different techniques followed in the field/office	Not Applicable	1	2	3	4	5
	○	○	○	○	○	○
Different policies and procedures required	Not Applicable	1	2	3	4	5
	○	○	○	○	○	○
Lack of management support	Not Applicable	1	2	3	4	5
	○	○	○	○	○	○

Other:

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Results

Using the rating scale from 1 to 5, with 1 being “Strongly Disagree” and 5 being “Strongly Agree,” please respond to following:

13. I feel confident in my abilities to apply the knowledge and skills I learned successfully on the job.		Strongly Disagree				Strongly Agree
	Not Applicable	1	2	3	4	5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

14. I was able to increase my mission or job effectiveness on the job as a result of the training.		Not Applicable					5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide some details, regardless of response:

15. I have promoted new systems, practices, policies, or procedures as a result of what I learned from the training (e.g., safety procedures, human resource management, mission implementation, etc.).		Not Applicable					5
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide some details:

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Support

Using the rating scale from 1 to 5, with 1 being “Almost Never True” and 5 being “Almost Always True,” please respond to following:

16. My supervisor encourages me to use the new knowledge and/or skills.	Not Applicable	Almost Never True	1	2	3	4	Almost Always True
	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. My supervisor acts as a coach or has assigned a mentor to help me apply the skills.	Not Applicable	1	2	3	4	5	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. My supervisor gives me positive feedback when I successfully use the skills learned in the training on the job.	Not Applicable	1	2	3	4	5	
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Overall Opinion

Using the rating scale from 1 to 5, with 1 being the lowest and 5 being the highest, please respond to following:

19.	I am likely to attend future ATF-sponsored courses.	1	2	3	4	5
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20.	Overall, my level of satisfaction with the training is the following:	1	2	3	4	5
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. Please state additional comments or recommendations you have regarding this course:

Again, we appreciate the time you take to provide us with this feedback that will be used to improve the course.

Thank you for your participation!

Office of Training and Professional Development