

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

Thank you for sending your employee 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 your employee to perform his or her job duties is very important to us. Please take a moment to complete this short survey to help us gather information about your satisfaction with your employee's 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 staff's professional requirements and the needs of the Bureau.

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

Background

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

- | | | | | | | |
|--|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. | I discussed the purpose of the training with the trainee before the course 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"/> |
| <hr style="background-color: #cccccc;"/> | | | | | | |
| 2. | Before the training, I shared my expectations with the trainee regarding how the trainee will use what was 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"/> |
-

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Relevance

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

3. The extent that the trainee was knowledgeable about the course content prior to 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"/> | |

4. The extent that the course prepared the trainee to apply the knowledge and skills learned after returning to the job was:

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <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:

| | | | | | | | | |
|----|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 5. | What the trainee learned during training was accurate and consistent with job requirements. | | 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"/> | <input type="radio"/> |

| | | | | | | | | |
|----|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 6. | The information covered in the course was valuable and relevant to the trainee’s 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"/> | <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 | | |
|----|---|-------------------|---|---|----------------|---|--|
| | | 1 | 2 | 3 | 4 | 5 | |
| 7. | The job aids or reference materials provided to the trainee during training have been valuable and relevant to the job. | ○ | ○ | ○ | ○ | ○ | |
| | Never Seen the Job Aids or Reference Materials Used | ○ | ○ | ○ | ○ | ○ | |

If you have never seen the job aids or reference materials used or if you responded to the statement with a "1" or "2," please explain:

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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 the trainee has 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:

8. The trainee has 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:

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Obstacles

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

9. Since taking the training, the following, if any, have prevented the trainee from applying the knowledge and skills on the job:

| | | Never a Problem | | | | Always 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:

| | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 10. The trainee seemed confident in his or her abilities to apply the knowledge and skills 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:

| | | | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 11. The trainee was able to increase his or her mission or job effectiveness on the job as a result of the training. | | 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"/> |

Please provide some details, regardless of response:

| | | | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 12. The trainee promoted new systems, practices, or policies and procedures as a result of the training (e.g., safety procedures, human resource management, mission implementation, etc.). | | 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"/> |

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:

- | | | | | | | | | | |
|-----|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| | | | | | | | | | |
| 13. | I encouraged the trainee to use the new knowledge and/or skills. | Not Applicable | 1 | 2 | 3 | 4 | Almost Never True | 5 | Almost Always True |
| | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | |
| | | | | | | | | | |
| 14. | I acted as a coach or assigned a mentor to help the trainee 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"/> | |
| | | | | | | | | | |
| 15. | I gave the trainee positive feedback when he or she successfully used 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"/> | |
| | | | | | | | | | |

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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:

16. I am likely to recommend future ATF-sponsored courses to my employees.

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 1 | 2 | 3 | 4 | 5 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

17. 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"/> |

18. 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