## **Exhibit D**

## **Training Evaluation Form**

OMB No. xxxx-xxxx Expires xx/xx/xxxx

**Course Title:** 

Instructor/Training Course:

Program Office: Date:

**Public reporting burden** for this collection of information is estimated to be **2 minutes** per response, including the time for reviewing instructions, and reviewing and completing the collection of information. This information will be used by HUD to determine the effectiveness of the training content and tools, instructors, training environment, and training benefits. The response to this information collection is voluntary. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The information collected does not lend itself to confidentiality.

**Instructions:** Upon completion of the course, training participants are strongly encouraged to complete this evaluation form. Completing this form will assist HUD in assessing whether or not this learning activity is the best approach for the training need. Please circle the response below which best describes your assessment of the training. **SECTION I: COURSE EVALUATION** 

SECTION I: COURSE EVALUATION								
	Not Appli- cable	Strongly Disagree	Disagree	Can Not Decide	Agree	Strongly Agree		
1. The course content matched		1	2	3	4	5		
the learning objectives.	N/A			)	4	5		
2. The course length was		1	2	3	4	5		
sufficient to deliver the content.	N/A	_		)	4	ی		
<b>3.</b> The course design (i.e.,								
materials and learning activities)	N/A	1	2	3	4	5		
encouraged my participation in the				)	4	5		
class.								
4. The course provided								
opportunities to practice and	N/A	1	2	3	4	5		
reinforce what was taught.								
<b>5.</b> The course information was at								
an appropriate level to understand	N/A	1	2	3	4	5		
the learning objectives.								
SECTION II: TRAINING TOOLS								
<b>6.</b> The quiz questions helped me		1	2	3	4	5		
to learn the course information.	N/A	т	2	J	4	J		
7. The learning aids (i.e.								
workbooks, hand-outs, role-playing	N/A	1	2	3	4	5		
exercises, PowerPoint slides)		_		,	-	,		
assisted my learning.								
8. The technology equipment		1	2	3	4	5		
worked properly.	N/A			_	4	J		
SECTION II	I: INSTI	RUCTOR E	VALUATIO	N				
<b>9.</b> The instructor was prepared for		1	2	3	4	5		
class.	N/A	т	2	J	4	J		
<b>10.</b> The instructor was								
knowledgeable about the course	N/A	1	2	3	4	5		
content.								
<b>11.</b> The instructor was responsive		1	2	3	4	5		
to questions and other needs.	N/A	_				,		

Not	Strongly	Disagree	Can	Agree	Strongly

	Appli- cable	Disagree		Not Decide		Agree
<b>12.</b> The instructor presented the content in an interesting manner.	N/A	1	2	3	4	5
<b>13.</b> The instructor communicated	IN/A					
well.	N/A	1	2	3	4	5
<b>14.</b> The instructor encouraged a	IN/A					
participatory and interactive	N/A	1	2	3	4	5
	IN/A			3	4	ر ا
earning environment.  SECTION IV: INSTRU	ICTIONAL	ENIVIDON	INACNITAL		FION	
	TIONAL	ENVIKON	IMENIAL	EVALUA	IION	
<b>15.</b> The training facilities were	D1/0	1	2	3	4	5
suitable for learning.	N/A					
<b>16.</b> There was adequate		_	_		_	_
accommodation for any special	N/A	1	2	3	4	5
needs.						
<b>17.</b> The training location was easy		1	2	3	4	5
to find.	N/A			<u> </u>	7	
	ON V: T	RAINING B	ENEFIT			
<b>18.</b> I needed training on this topic.		1	2	3	4	5
	N/A			3	4	ر ا
<b>19.</b> The training was relevant to						
mproving the knowledge/skills I	N/A	1	2	3	4	5
need to accomplish my job.						
<b>20.</b> I believe the practical exercises						
were good simulations of the tasks	N/A	1	2	3	4	5
that I actually perform on my job.	14,7 (	_	_			
<b>21.</b> There was more than one						
raining style used that was	N/A					
conducive to my learning style (i.e.	IN/A	1	2	3	4	5
straight lecture, lecture with visual				3	4	
aids and/or interaction).		DAINING	V/FD A L L			
	JN VI: II	RAINING O	VEKALL	1		
<b>22.</b> Overall, I am satisfied with the		1	2	3	4	5
Training course.	N/A					
<b>23.</b> Overall, I am satisfied with the		1	2	3	4	5
instructor(s).	N/A	_	_		•	
		1	2	3	4	5
	N/A	_				
25. Additional Comments:						
24. Overall, I am satisfied with the training environment. 25. Additional Comments:	N/A N/A	1	2	3	4	5