



COURSE EVALUATION QUESTIONNAIRE - SUMMARY

IN - HOUSE COURSE

Course Title :	COACHING & MENTORING SKILLS
Date(s) :	11 & 12 JANUARY 2010
Facilitator(s) :	MR WAI K. LEONG

No. of participants : 19

No. of responded : 19

5	4	3	2	1	NA
EXCELLENT	GOOD	SATISFACTORY	BELOW SATISFACTORY	POOR	NOT APPLICABLE

A. COURSE OBJECTIVES AND CONTENTS Average

1	To what extent were the course objectives made clear to you?	4.32
2	To what extent have you achieved the course objectives?	4.32
3	Overall relevancy to your job	4.58
4	New ideas/knowledge gained	4.37
		4.39

5	Course duration		
	too short	0	0.0%
	just nice	19	100.0%
	too long	0	0.0%
	didn't answer	0	0.0%
		19	100%

B. COURSE DESIGN Average

How effective was each of the following training methods in facilitating your learning?		
1	Lectures	4.32
2	Group activity / case study / role play	4.42
3	Visual aids (eg. Flip chart, transparency, power point, etc.)	4.21
4	Notes / handouts	4.21
5	Video / slides presentation	4.47
		4.29

C. FACILITATOR'S COMPETENCY Wai K. Leong

1	General state of preparation	4.63
2	Knowledge of subject matter	4.63
3	Presents teaching materials systematically and clearly	4.58
4	Ability to hold participants' interest throughout the course	4.63
5	Sensitive to participants' learning needs	4.42
6	Ability to handle participants' questions	4.74
7	Ability to generate participation	4.53
8	Summary of key thoughts and check participants' understanding	4.37
9	Keeps good timing	4.53
		4.56

D. GENERAL ADMINISTRATION Average

1	Training Room arrangements	4.26
2	Refreshments during the tea-breaks & lunch (if any)	3.68
		3.97

3	How many days in advanced were you informed to attend this course?		
	6 days and above	17	89.5%
	2 to 5 days	1	5.3%
	1 day or less		0.0%
	Didn't answer	1	5.3%
		19	100%

Overall, how would you rate this course?		Average
		4.56

Additional Comments (eg. which aspects of the course were most useful to you / what other topics should be included, etc.)

- Excellent course. Learned a lot about the importance of questioning skills.
- Wai K made learning fun and safe for all of us. Practical content! Thank you!!
- Useful to be implemented at work place to draw out ideas.
- Coaching tips. are excellent.

Prepared by : Shamsuri
 Overall average rating : 4.30
 Overall average rating (excluding administratio : 4.42

Checked by :
 Date :