



**INFORMATION
FREEDOM**

Introduction to the FOI Law for Civil Servants Evaluation Form

DATE: _____

Please take this opportunity to evaluate the course that you completed today – Introduction to the FOI Law for Civil Servants. The information you provide will help us improve our training sessions. Your responses will be anonymous, and please provide as much detail as possible in the comments on the back.

Thank you for assisting.

The Scoring required is:-

P = Poor

F = Fair

G = Good

E = Excellent

THE TRAINER:

	P	F	G	E
1. Was well prepared for the course;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clearly presented;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Was knowledgeable about the subject;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Used appropriate examples and illustrations for clarification;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Encouraged questions and welcomed comments;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Made the course interesting by using different teaching methods (discussion, demonstrations, audio-visuals, etc);	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All things considered, the instruction was very good.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE TRAINING COURSE:

	P	F	G	E
1. Included relevant and timely materials or hand outs;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Included activities which helped me learn the material;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Included practical application of the subject material;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provided me with knowledge or skill I can use on the job;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All things considered, this course was very good.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kindly submit this Evaluation Form to:

Freedom of Information Unit, Elizabethan Square, Building D, George Town

Phone: 345-244-3609

Fax: 345-947-5712

E-mail: foi@gov.ky

Website: www.foi.gov.ky

