

**OFFICE OF STATE FIRE MARSHAL
HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS
STANDARD OPERATING GUIDELINES**

SUBJECT:	Post Training Evaluation	Number: T-018
OBJECTIVE:	Establishes format and guidelines for use of Post Training Evaluation Form.	OSFM Approved: <u>Signature on file at OSFM</u> Robert T. Panuccio, State Fire Marshal Adoption Date: January 8, 1998 Revision Date: Review Date:

I. SCOPE

This guideline establishes a procedure for evaluating any training, seminar or conference funded by the State of Oregon. The intent of the evaluation is to provide an in-depth review of courses previously attended to assist other team members when making the decision to attend training, seminars, or conferences.

II. PURPOSE

- To provide information for use in the Hazardous Materials Training Library Database.
- To provide information for informed decision making to attend a training course.
- To identify course strengths and weaknesses.
- To provide information for course comparisons.
- To acquire attendees opinions of the training course.

This information, along with specific course information contained in the database, will assist team members, and others in making the decision to attend a particular training course.

III. PROCEDURE

Course evaluations are to be completed by the attending individual and returned to the Regional Hazardous Materials Team Training Officer or Team Coordinator for review.

The Regional Hazardous Materials Team Training Officer, or Team Coordinator is responsible for reviewing the course evaluation with the student. Number 20 of the evaluation is to be

completed by the Regional Hazardous Material Team Training Officer, or Team Coordinator providing additional insight into course value.

The completed course evaluation shall be submitted to the Office of State Fire Marshal Teams Training Coordinator. If the student is requesting reimbursement for travel expenses, the completed evaluation form must accompany their travel expense detail sheet.

The course evaluation form shall be submitted within 15 days of completion of training, seminar or conference. Failure to submit a completed course evaluation form may result in delay of expense reimbursement and/or future denial of training requests.

OFFICE OF STATE FIRE MARSHAL
HAZARDOUS MATERIALS POST TRAINING EVALUATION

NAME OF STUDENT _____

NAME OF COURSE _____

NAME OF PROVIDER _____

DATE OF COURSE _____

LOCATION _____

Please answer each of the following questions by circling the best answer. The majority of questions are based on a scale of 1 through 5. The remaining are multiple choice.

- 1 = Poor
- 2 = Fair
- 3 = Average
- 4 = Very Good
- 5 = Excellent

1. How would you rate the class overall?

1 2 3 4 5

Comments _____

2. Rate the instructors class preparation.

1 2 3 4 5

Comments _____

3. Rate the quality of the audio/visual materials.

1 2 3 4 5

Were there any audio-visual materials used during the course that you would recommend be added to the audio-visual resource library at the OSFM? If so, what were they and how can we get a copy?

4. Rate the instructors subject knowledge.

1 2 3 4 5

Comments _____

5. Rate the instructors use of class time.

1 2 3 4 5

Comments _____

6. Rate the quality of the hand-outs/student manual.

1 2 3 4 5

Comments _____

7. Rate the classroom, facilities, and location.

1 2 3 4 5

Comments _____

8. Rate how the training meets your needs and expectations.

1 2 3 4 5

Comments _____

9. Rate the activities for appropriateness and realism.

1 2 3 4 5

Comments _____

10. What portion/s of the course was of most value to you?

- A. Information.
- B. Exercises.
- C. Both A and B.
- D. Other _____

Comments _____

11. How did you find out about this class?

- A. From HazMat Training Officer.
- B. OSFM, Teams Training Coordinator.
- C. Over the Internet.
- D. Other _____

Comments _____

12. What methodology of instruction was primarily used?

- A. Lecture.
- B. Lecture and Audio-Visual.
- C. Lecture, Audio-Visual, and Student Activities.
- D. Lecture, Audio-Visual, Student Activities and Practical.

Comments _____

13. What type of final evaluation/test did you receive?

- A. Written.
- B. Practical.
- C. Written and Practical.
- D. None.

Comments _____

14. What parts of the course would you like to see changed?

- A. None of it.
- B. All of it.
- C. Some of it. (*identify below*)

Comments _____

15. Did you receive a copy of the course objectives?

A. Yes.

B. No.

Comments _____

16. Were the objectives followed?

A. Yes.

B. No.

Comments _____

17. Would you recommend this class to other hazmat team members?

A. Yes.

B. No.

Comments _____

18. Could this training have been effectively delivered in another way?

A. Ed-Net.

B. Statewide Training.

C. Conference or Seminar.

D. Other _____

Comments _____

19. Add any additional information to the following lines that you feel would be beneficial for our office to know regarding the course and that might benefit other hazmat members interested in attending.

TO BE COMPLETED BY THE REGIONAL HAZMAT TRAINING OFFICER

20. Based on review of the evaluation and discussion with the student attending the training, this class:

(circle one)

Will not be attended in the future

Will be attended in the future

May be attended in the future

Unsure at this time

Please explain your reasoning. _____

