



ONLINE TRAINING AUDIT FORM

Thank you for observing a NAHRO Professional Development training. Please respond to the following questions to help us improve the quality of our systems and products.

<i>Context Information</i>	
Training Date(s)	
Training Title	
Presenter/Faculty Name	
Observer Name	

<i>Online Experience</i>	
Were access instructions clearly provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the training start on time?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were the online features easy to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no above, was the faculty available to assist?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Was the NAHRO Professional Development representative helpful and responsive to the presenter/participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How would you rate the presenter's use of technology to engage the audience?	Poor <input type="checkbox"/> Acceptable <input type="checkbox"/> Excellent <input type="checkbox"/>
Were there any technical difficulties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes above, please describe the technical difficulties.	
What types of learning aids were used?	<input type="checkbox"/> Videos <input type="checkbox"/> Case Studies <input type="checkbox"/> Group Discussions <input type="checkbox"/> Polls <input type="checkbox"/> Breakout rooms <input type="checkbox"/> Other
Additional comments?	



NAHRO Faculty or Presenter	
Was the presenter friendly when interacting with participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the presenter seem prepared for all sections of the training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the presenter respond to participants' questions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the presenter discuss any upcoming NAHRO offerings?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you observe content being presented that could benefit from a more interactive method?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please share which section and provide an example of how the presentation could be improved	
Did the presenter have a positive demeanor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How would you rate the presenter's knowledge of the training's content?	Poor <input type="checkbox"/> Acceptable <input type="checkbox"/> Excellent <input type="checkbox"/>
Would you recommend that NAHRO PD continue to utilize this faculty member?	
Additional comments?	



Training Materials	
Did you receive the training materials on time? (e.g., Virtual Classrooms)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did participants appear to know how to access the materials?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the materials seem accurate and up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide what was wrong and the location of the information (e.g., slide #, page #)	
Did the presenter explain the importance or usefulness of the training's content?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Were the materials and language used mindful of Diversity, Equity, & Inclusion (DEI)? (pictures, scenarios, etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, explain why:	
Were the materials reflective of the diversity of the cultures and communities represented among the participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, explain why:	
Did the learning materials attend to the range of learning styles to include audio, visual, and kinesthetic learners?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you feel that there was adequate break time?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How would you rate the overall presentation of the training materials? (e.g., look and feel, use of images vs blocks of text)	Poor <input type="checkbox"/> Acceptable <input type="checkbox"/> Excellent <input type="checkbox"/>



<p>If poor or acceptable, please explain what could be done differently:</p>	
<p>Additional comments?</p>	



Training Participants	
Did the presenter take attendance or have the participants check-in somehow?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes above, did it appear that there were any “no-shows”?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did the presenter use a variety of methods to create discussions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How would you rate the level of engagement from participants?	Poor <input type="checkbox"/> Acceptable <input type="checkbox"/> Excellent <input type="checkbox"/>
Were there any complaints from participants during the training?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If yes above) Please describe the complaints.	
Additional comments?	



<i>Final Comments</i>	
Did you read a description of the training before you attended?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes above, how would you rate the accuracy of the description?	Poor <input type="checkbox"/> Acceptable <input type="checkbox"/> Excellent <input type="checkbox"/>
Would you recommend this session to others?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Why or why not?	
Do you think NAHRO PD could post a recording of this to our Store?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How can NAHRO improve this training in the future?	