Training Verification

Job Number	18
Job Name	WVU Classroom Bldg.
Date of Instruction	12-16-14
Company Represented	Long Building Env.
Instructor Name	Guy Allen
Instructor Phone #	801-870-3368
Item(s) Trained On	Transfer Fans
Videographer	Steve Johnson
Training Session Number	35404
Number of Video Tapes Used	1
Total Hours of Instruction	

Instructor Business Card

Name	Company	Department	Phone
Scott Draper	WVU		801-380-1678
Keith Sakin	WVU		801-361-5121

Training Evaluation

Session: _Transfer Fans_

Date: _12-16-14_   Location: _UVU Classroom Bldg._

Purpose: This form is used to evaluate each training session. Based on this evaluation, later sessions can be improved. This form will be completed by the CxA and one D-I-R employee in the training session after each session.

Every attendee fills out one copy of this form. Mark questions that are not applicable with N/A.

		1 = very well to 5 = not at all
1.	How were the objectives of this training session met?	① 2 3 4 5 N/A
2.	Do you know where the components/systems are located?	① 2 3 4 5 N/A
3.	Do you know what area the components/systems are serving?	① 2 3 4 5 N/A
4.	Do you understand the various types and purpose of these components/systems?	① 2 3 4 5 N/A
5.	Do you understand/know how to systematically troubleshoot common problems with these components/systems?	① 2 3 4 5 N/A
6.	Do you know how the components/systems operate under all normal modes?	① 2 3 4 5 N/A
7.	How well do you understand the importance of meeting the design intent for the systems covered?	① 2 3 4 5 N/A
8.	Are you able to efficiently find the relevant information in the systems manual to operate and maintain the systems/components you were trained for in this session?	① 2 3 4 5 N/A
9.	Do you know how to perform the needed maintenance on the equipment and/or do you know to get the information you need?	① 2 3 4 5 N/A
10.	Do you know how to get updated technical service information for the components/ systems?	① 2 3 4 5 N/A

Explain why any questions got very low or very high ratings from you:

What topics would you desire to be covered that were absent from this training session?

You may provide other comments concerning anything about this training session (e.g., information prior to training, content):