# HANDOUT: Evaluation criteria form

Training title: _____

Date: _____ Trainer: _____

| Criterion | Definition / explanation | Observations / notes / evidence |
|---|---|---|
| **Effectiveness** | The extent to which participants achieved the intended learning objectives (knowledge, skills, attitudes). Refers to *what was learned*. | |
| **Efficiency** | The relationship between results achieved and the resources used (time, materials, cost). Did the outcomes justify the investment? | |
| **Usefulness** | How relevant and practical the training was for participants' roles, tasks, or professional development. Were they able to apply the learning in real-life situations? | |
| **Relevance (appropriateness)** | The alignment between the training content and the actual needs of the participants or organization. Were the topics and methods suitable and well-targeted? | |
| **Sustainability (impact over time)** | The likelihood that the benefits of the training will be maintained over time. Are the participants likely to retain and use the learning long-term? Are | |

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Project number: 2024-1-CY01-KA220-ADU-000248901

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| | there systems in place to support that? | |

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