



**GENERAL SANTOS CITY WATER DISTRICT
POST – TRAINING REPORT**

This Post – training Report is an important tool for the Human Resource Department to evaluate the learning, behavior, performance and the impact of the training program attended.

Please accomplish thoroughly this form and submit to the HR Training Division **three (3) days** after the training.

Employee Name: _____ Designation: _____

Department : _____ Permanent Casual Job Order

Title of the training program attended : _____

Duration (No. of Hours / days) _____ From _____ to _____

Seminar/Training organized by: _____

Name of the Speaker/s _____

Venue : _____

COURSE CONTENT
Write the topics discussed. Rate the level of your understanding for each topic on a scale of 1-4. (1 being the lowest and 4 being the highest rating)

TOPICS	LEVEL OF UNDERSTANDING			
1. _____	1	2	3	4
2. _____	1	2	3	4
3. _____	1	2	3	4
4. _____	1	2	3	4
5. _____	1	2	3	4
6. _____	1	2	3	4
7. _____	1	2	3	4

Report (in brief) on the course attended:

Knowledge / Skills / Competency Acquired in the Training (Write atleast 3)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

How would the inputs you learned from this seminar beneficial in your current job responsibilities?

Would you recommend this training to your colleagues?

Do you recommend this program to anyone else? YES NO

If yes, please give mention whom do you want to recommend for? _____

Participant's Signature : _____

Date _____

