Attachment M
NEW MEXICO SMALL BUSINESS DEVELOPMENT CENTER
POST-TRAINING EVALUATION REPORT

Date: _____ Title: _____ SBDC Center _____

Instructor_____

Thank you for filling out this evaluation form. The information you provide is confidential.
It will be used to help us plan future small business training programs.

1. Why did you attend this training? _____

_____

2. What other training or classroom instruction have you had on small business management?
    a. ____ Four year college course   e   ____ SBA co-sponsored training
    b. ____ Two year college course   f. ____ Other SBDC training
    c. ____ High school course   g   ____ None
    d. ____ Seminars   f. ____ Other_____

3. What other topics would best assist you in your business?
    a. ____ Starting a business   h. ____ Accounting/bookkeeping
    b. ____ Developing a market plan   i. ____ Tax preparation/payroll
    c. ____ Preparing a market analysis   j. ____ Cash flow analysis
    d. ____ Effective advertising   k. ____ Inventory control
    e. ____ Understanding public relations l. ____ Personnel management
    f. ____Writing a business plan   m. ____ Pricing your product/service
    g. ____ E-commerce   n. ____ Computer accounting systems
    o. ____ Other _____

4. **Use the following scale to indicate your response to the training by checking the appropriate box:**
    5 = Strongly Agree;   4 = Agree; 3 = No Opinion 2 = Disagree;   1 = Strongly Disagree;

The training I just attended:	5	4	3	2	1
a. The pace was appropriate (not too fast or too slow)					
b. Was a good investment of my time and money					
c. Advanced my knowledge of the subject					
d. Overall, I was satisfied with what I gained					
from attending this event					

5. **Please rate each trainer by inserting the proper number for each question:**
    5 = Strongly Agree; 4 = Agree; 3 = No Opinion; 2 = Disagree: 1 = Strongly Disagree

    Trainer(s) name(s):   **A _____   B _____   C _____**

Trainer	A	B	C
a. Was prepared and organized			
b. Had adequate knowledge of the topic			
c. Effectively communicated the information			
d. Provided useful handouts			
e. Spoke to my level of knowledge about the subject			
f. Gave me practical information I can use immediately			
g. I would attend another course taught by this instructor			

6. Do you have any additional comments for us? _____

_____

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