
	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK PEOPLE MANAGEMENT & TEAM CULTURE DEPARTMENT PROCEDURES ON TRAINING ASSESSMENT	Doc. No:	UniKL/RCMP/ PMTc/OD-02
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Prepared by:  Name : Rafiqah Abdullah Position: Executive Date : 20 June 2017	Approved by:  Name: Marina Abd Kadir Position: Assistant Manager Date : 20 June 2017
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01 October 2014	Establishment	00	HOD
2	01 October 2016	Amendment	01	HOD
3	01 July 2017	Upgrading of ISO 9001:2015	02	HOD

	<p style="text-align: center;">UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK PEOPLE MANAGEMENT & TEAM CULTURE DEPARTMENT</p> <p style="text-align: center;">PROCEDURES ON TRAINING ASSESSMENT</p>	Doc. No:	UniKL/RCMP/ PMTCD/OD-02
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5.0 RESPONSIBILITY

- 5.1 The Dean/HOP/HOD is responsible to ensure that this SOP is adhered to at all staff in UniKL RCMP.
- 5.2 PMTCD is responsible to compile related documentations and filling the relevant document accordingly.

6.0 PROCEDURE

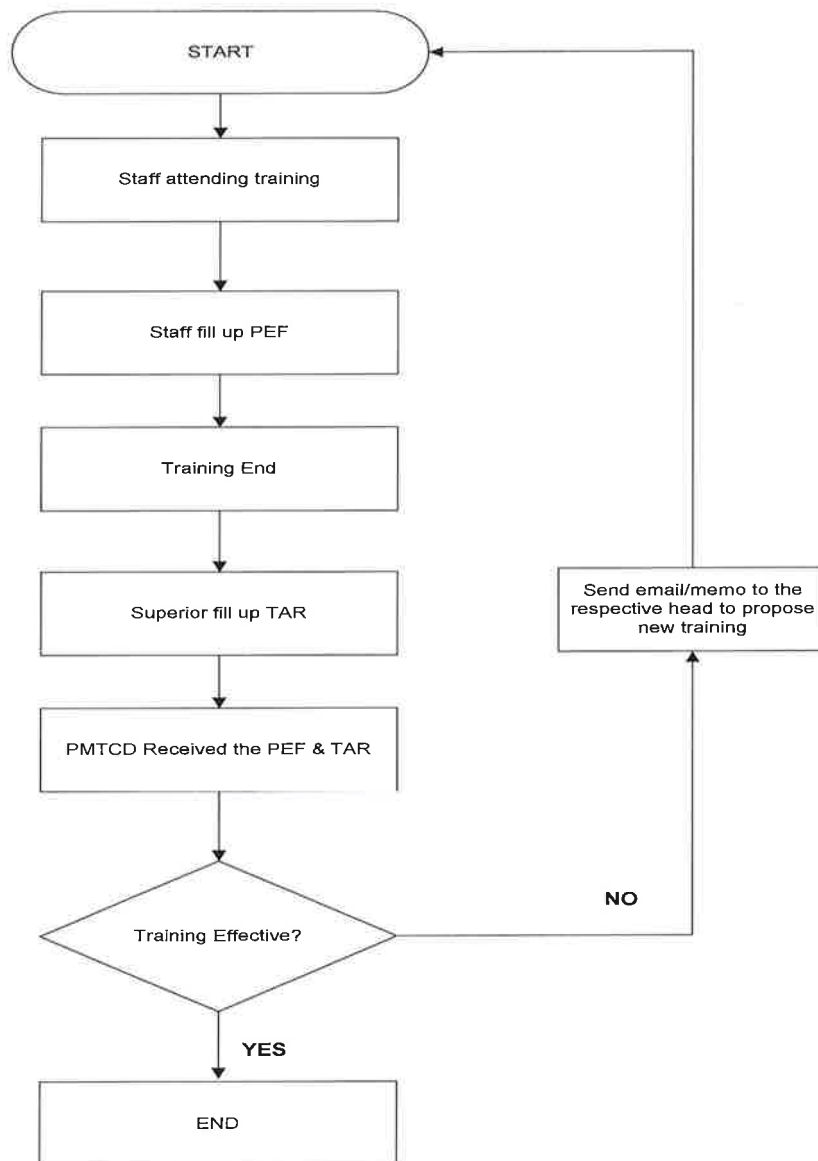
- 6.1 Refer to the process flow chart as in the next page.




**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
PEOPLE MANAGEMENT & TEAM CULTURE
DEPARTMENT**

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7.0 DESCRIPTION

No	Description	Duration	Person in Charge	Documents
1	Staff attending training	Date based on memo of confirmation training	Staff	Memo of confirmation training
2	Staff fill up PEF ~ Staff who attending internal or external training required to fill up PEF to evaluate the training.	1 week after the training date	Staff	Programme Evaluation Form
3	Immediate Superior fill up TAR ~ Immediate superior will evaluate staff by using TAR	3-6 months after programme	Immediate Superior	Training Assessment Report
4	PMTCD received the PEF & TAR ~ PMTCD will received PEF from staff 1 week after training completed. ~Immediate superior will forward the TAR to PMTCD within 3-6 months after monitoring the performance of the staff.	~ PEF: 1 week after training programme. ~TAR: 3-6 months after training programme	Immediate Superior PMTCD	~Programme Evaluation Form -Training Assessment Report
5	Send email/memo to head to proposed new training	On going	PMTCD	

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Programme Evaluation Form (UniKL/RCMP/HCD/OD/F-01-01)	PMTCD	2 years
2	Training Assessment Report (UniKL/RCMP/HCD/OD/F-01-02)	PMTCD	2 years



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PROGRAMME EVALUATION

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Name : _____
 Programme Title : _____
 Date : _____ Venue : _____

Rating Scale for Q1 to Q4

1	2	3	4
Poor	Satisfactory	Good	Excellent

ASPECTS	RATING	COMMENTS				
Q1. The Programme						
a) This programme has achieved its objectives	()	_____				
b) I can apply what I have learnt from this programme to my job	()	_____				
c) Subject matter was well covered	()	_____				
Q2. Presenter/Trainer's Performance						
Name of Presenter(s) or Trainer(s) :	A. _____	D. _____				
	B. _____	E. _____				
	C. _____	F. _____				
	PRESENTERS					
PRESENTER(S) / TRAINER(S) RATINGS	A	B	C	D	E	F
a. Knowledge of subject matter	()	()	()	()	()	()
b. Presentation skills/clarity of instructions	()	()	()	()	()	()
c. Overall performance	()	()	()	()	()	()
d. Training Methods used are varied & effective	()	()	()	()	()	()
Q3. Programme Administration			RATING	COMMENTS		
a. Venue	()	_____				
b. Food & Refreshment	()	_____				
c. UniKL preparation & coordination	()	_____				
Q4. Overall Rating of Programme			()	_____		
Q5. Would you recommend this programme to others <input type="checkbox"/> YES <input type="checkbox"/> NO						
Q6. What do you like MOST about this programme? _____ _____						
Q7. What areas can be further improved? (eg. Trainer's preparation, interaction with group, facilities etc) _____ _____						
Q8. How do you plan to apply the knowledge/skills gained from this training programme?						
<input type="checkbox"/> Briefing to others - State the date : _____						
<input type="checkbox"/> Project - State Title of Project : _____						
<input type="checkbox"/> Others - State How : _____						

Thank you for your cooperation and sincere feedback Best Wishes!!!



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TRAINING ASSESSMENT REPORT
(to be completed by immediate Superior)

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Name : Section/ Dept. / Unit :
 Training Course :
 Date : Venue :

Rating Scale	1	2	3	4	5
	Poor	Fair	Satisfactory	Good	Excellent

	TECHNICAL KNOWLEDGE	RATING	COMMENTS
a	The programme is relevant in enhancing knowledge	[]	
b	Staff can apply knowledge / skills gained to their job	[]	
c	Develop new ways of completing tasks	[]	
d	Task completed more efficiently (e.g. reduction of completion time, improvement in quality of work)	[]	
e	Increase in overall performance	[]	
f	Share knowledge / skills with others	[]	

SCORE / 30

	ATTITUDE	RATING	COMMENTS
a	Guide others to achieve work target	[]	
b	Build teamwork, motivate and inspire others	[]	
c	Exhibit more self-confidence	[]	
d	Set good example for others to follow (role model)	[]	
e	More focussed on the job	[]	
f	Better leadership skills	[]	

SCORE / 30


TOTAL SCORE / 60

What other areas that he/she can be further Improved?

Would you recommend this training to other staff?

Superior

Name : Signature :
 Designation :
 Date :

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1.0 OBJECTIVE

The objective of this SOP is to provide guideline for staff and immediate superior on procedure for programme evaluation and training assessment report for attending internal/external training for staff UniKL RCMP.

2.0 SCOPE

The scope of this SOP covers all staff in UniKL RCMP.

3.0 REFERENCES

3.1 : UniKL General Policy On Training

4.0 DEFINITIONS/ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
UniKL RCMP	:	Universiti Kuala Lumpur Royal College of Medicine Perak
CEO & HOC	:	Chief Executive & Head of Campus, UniKL RCMP
HOD	:	Head of Department
PMTCD	:	People Management & Team Culture Department
PEF	:	Programme Evaluation Form
TAR	:	Training Assessment Report