Internal Training Session Communication Feedback Form

Name

Department

Email

Training Session Title

Date of Session

How clear was the communication regarding this training session?

Which communication methods were used? (Select all that apply)

Email
Intranet
Chat/Messaging App
Verbal Announcement
Other

How effective were the communication methods used?

Was the timing of the communication sufficient?

Was all necessary information provided before the session?

Suggestions for improving training communication

Additional Comments