

INSTRUCTIONAL SOLUTIONS **CUSTOMIZED** **VIRTUAL GROUP** **EVALUATIONS**

Read the actual evaluations and comments from participants in a customized training created for an aerospace & defense technology organization.

Find out more about our group training options:

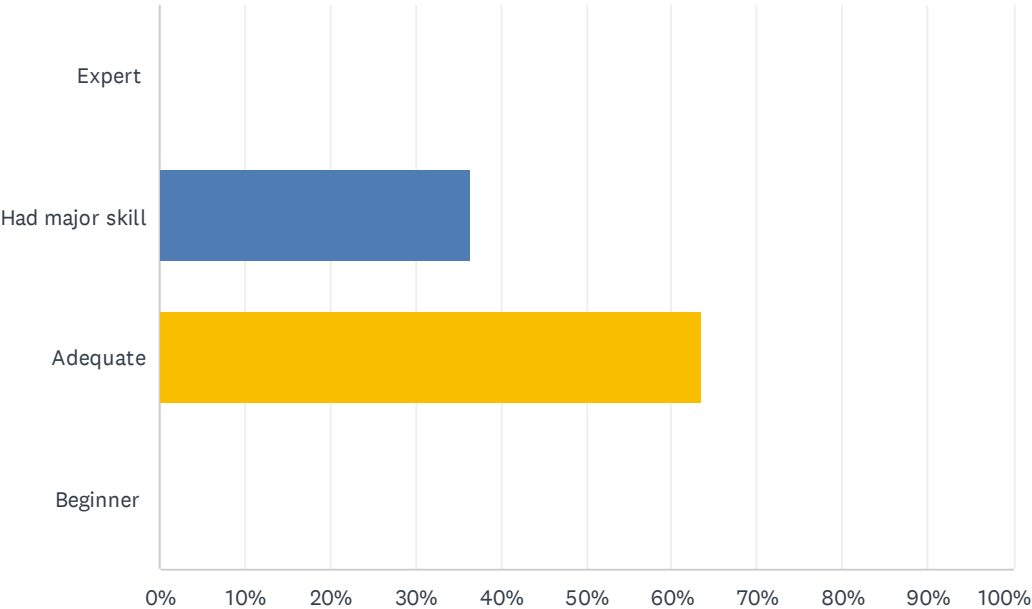
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Q1 Please rank your understanding of business writing PRIOR to participating in this training:

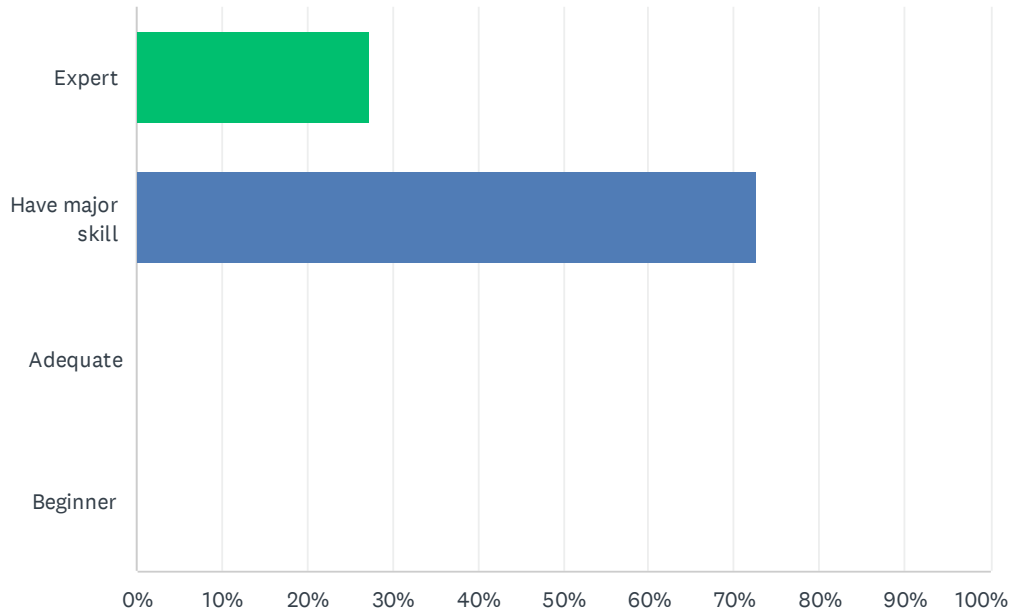
Answered: 11 Skipped: 0



ANSWER CHOICES		RESPONSES	
Expert		0.00%	0
Had major skill		36.36%	4
Adequate		63.64%	7
Beginner		0.00%	0
TOTAL			11

Q2 Please rank your understanding of business writing AFTER participating in this training:

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Expert	27.27%	3
Have major skill	72.73%	8
Adequate	0.00%	0
Beginner	0.00%	0
TOTAL		11

How will you apply this training to your required job functions and daily writing?

Answered: 11 Skipped: 0

#	RESPONSES	
1	Outline mapping for reports.	
2	The training learned can be easily applied to my normal job functions when writing emails that require business writing, especially with emails.	
3	I will apply the skills and techniques that I have acquired through this training in my Supply Chain documents and while communicating within my Organization.	
4	I write a wide variety of emails to a wide range of audiences. Understanding how to set up my message is a key take away	
5	Daily application and benefit	
6	To help be more concise and clear in my communications.	
7	Make sure the audience understands their actions and/or expectations.	
8	I will use the tips mentioned within Word and my emails to present clearer messaging.	
9	I will leverage this training in my daily e-interactions with my counterparts.	
10	More clear and concise messaging on a daily basis with emails, etc.	
11	employ tools and processes in daily activities.	

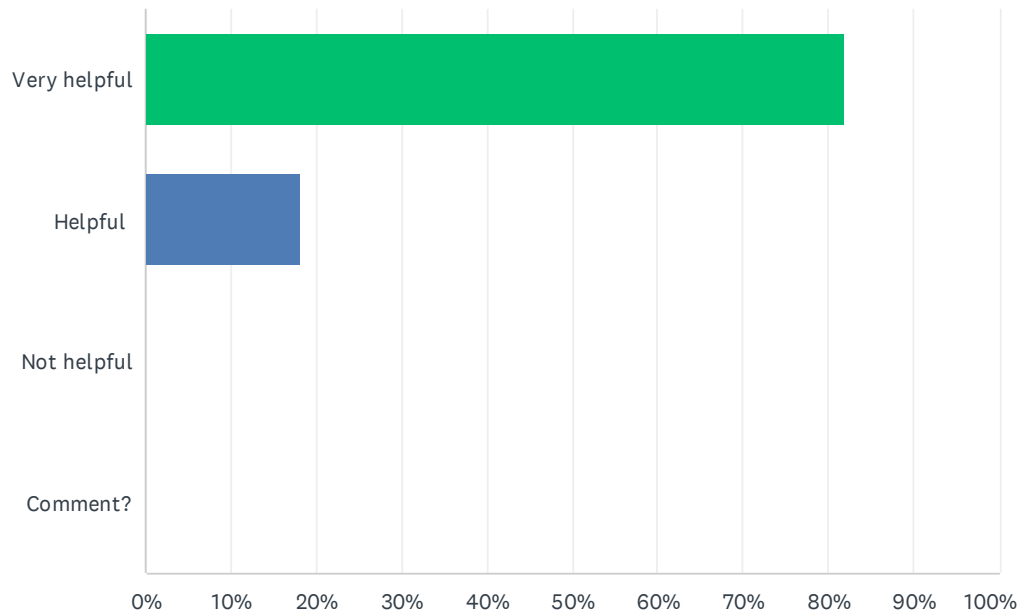
What were the major benefits of participating in this training?

Answered: 11 Skipped: 0

#	RESPONSES	
1	Small group exercises.	
2	Major benefit I found while attending the training sessions was finding out what type of writing style I have and how to correct it to become more professional and business like.	
3	To improve my business writing.	
4	Learning how to "BUFF" bad news	
5	Deepen understanding	
6	Understand tone, critical issue placement and usage of buffers, as well as mapping out the strategy for drafting business communications.	
7	Eliminating excess 'filler' words to be more direct.	
8	The class showed me ways that I cluttered my writing and how I tend to over apologize for things that I should not be sorry for.	
9	It teaches how to limit ambiguity and grab/keep the attention of the reader.	
10	Excellent reference documents to make the process easier.	
11	practical guidance on style and substance improvements for business writing.	

Please rank the following: Information and materials (clear, relevant, and informative)

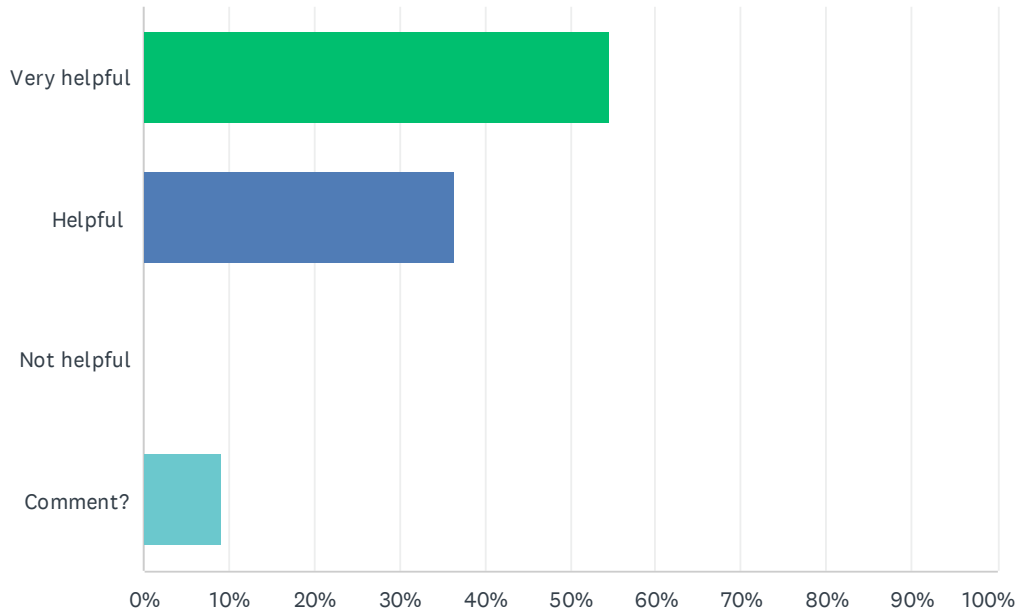
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very helpful	81.82%	9
Helpful	18.18%	2
Not helpful	0.00%	0
Comment?	0.00%	0
TOTAL		11

Please rank the following: Writing exercises and demo documents (apply and practice the key training goals)

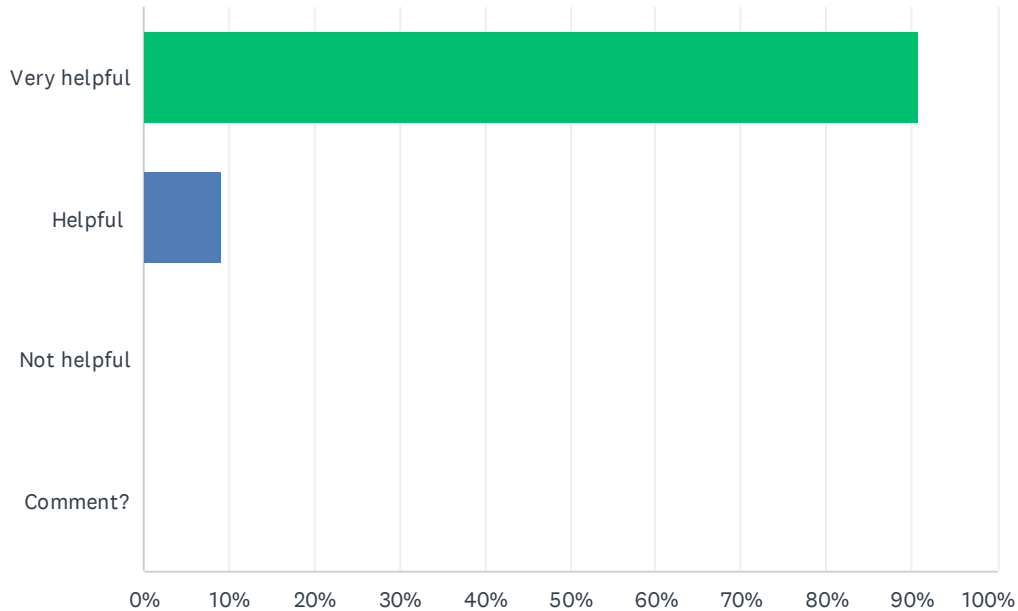
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Very helpful	54.55%	6
Helpful	36.36%	4
Not helpful	0.00%	0
TOTAL		11

Please rank the following: Course instructor (knowledgeable, well organized, and answered questions clearly)

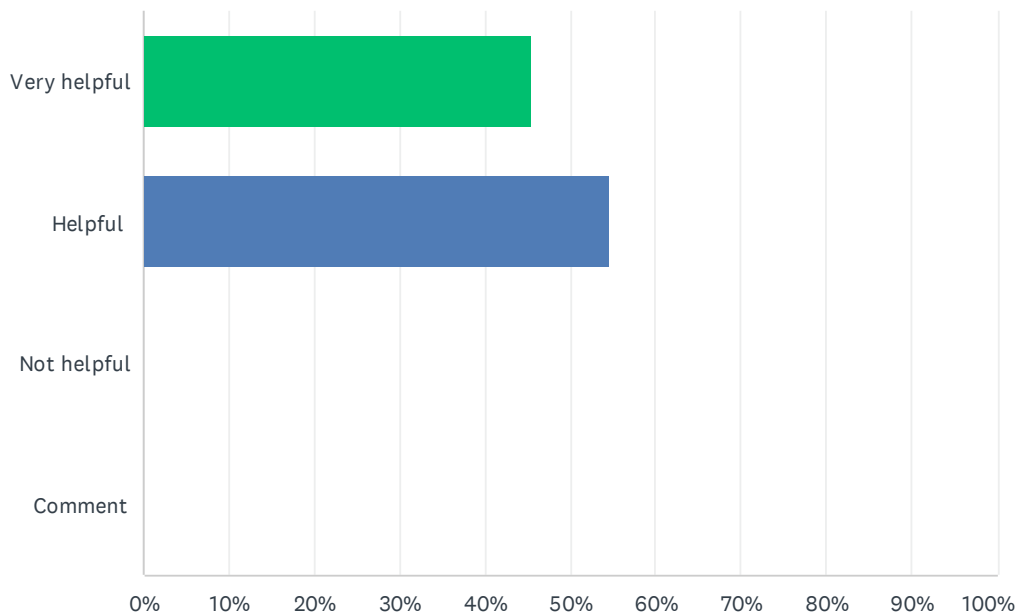
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ANSWER CHOICES	RESPONSES	
Very helpful	90.91%	10
Helpful	9.09%	1
Not helpful	0.00%	0
Comment?	0.00%	0
TOTAL		11

Please rank the following: Zoom delivery (easy to use, facilitated training well, and supported engagement)

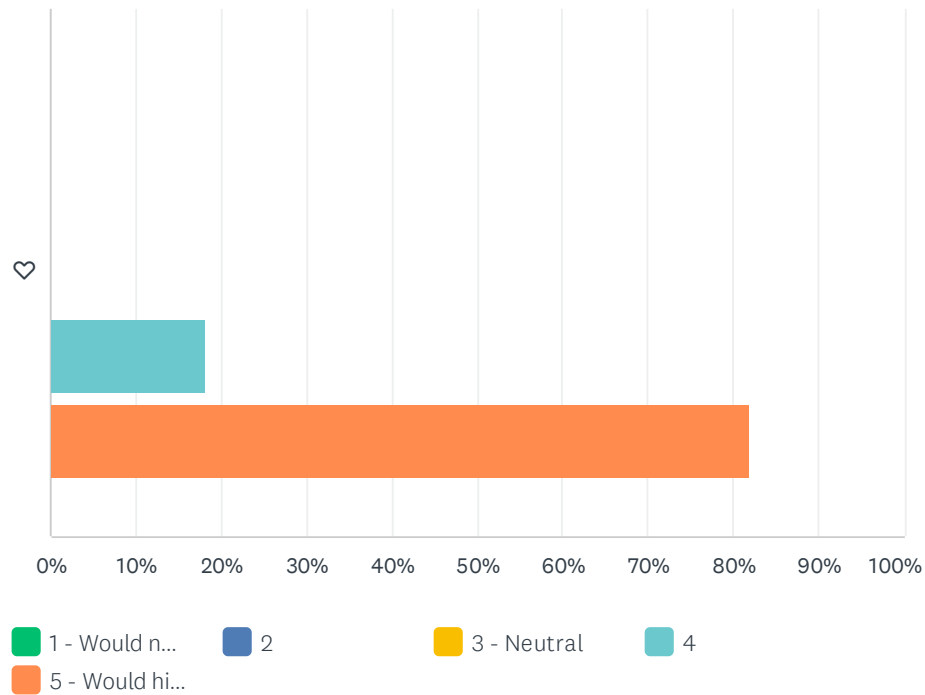
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ANSWER CHOICES	RESPONSES	
Very helpful	45.45%	5
Helpful	54.55%	6
Not helpful	0.00%	0
Comment	0.00%	0
TOTAL		11

How likely are you to recommend this training to a colleague?

Answered: 11 Skipped: 0



	1 - WOULD NOT RECOMMEND	2	3 - NEUTRAL	4	5 - WOULD HIGHLY RECOMMEND	TOTAL	WEIGHTED AVERAGE
♡	0.00% 0	0.00% 0	0.00% 0	18.18% 2	81.82% 9	11	4.82

Any suggestions to improve the training?

Answered: 11 Skipped: 0

#	RESPONSES	
1	Content on point but perhaps focus extra time on difficult topics.	
2	N/A	
3	Not at this time	
4	In person would be great, but also using the annotate feature on Zoom especially during the editing portion	
5	NA	
6	None at this time.	
7	I like to take notes so being able to print the material before the class would be helpful.	
8	I would have liked there to be a longer focus on "tone".	
9	No improvement recommended	
10	None	
11	very good just as it is.	



CONTACT US

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