

	HUMAN RESOURCES ADMINISTRATION	Issue No.: 1	Document Effective Date: 01 Aug 2017	Page 1 of 1
	Training Evaluation Form (Borang Penilaian Latihan)	Revision No.: 0		No. Rujukan: HRA-REC-TEF

PART 1 - TO BE COMPLETED BY THE TRAINEE (Untuk Di Isi Oleh Pelatih)

Full Name: (Nama Penuh)	Date: (Tarikh) 17-18 Apr 2025	Time Schedule (Start to End): Jadual Masa (Mula hingga Akhir): 9.00pagi - 5.00petang
Position: (Jawatan)	Training Venue Address: (Alamat Tempat Latihan) The Cruze Puchong, Lot 10, Ground Floor	
Training Title: (Tajuk Latihan) Understanding ISO 45001:2018 Requirements	Name of Organizer / Trainer: (Nama Penganjur / Pelatih) Mak Jee Chew - Consultant & Trainer (Yen Premium Coach Consulting Sdn. Bhd.)	

A. TRAINING EVALUATION (Please circle the appropriate scale below)
PENILAIAN LATIHAN (Sila bulatkan skala yang sesuai di bawah)

How this training affects me: (Bagaimana latihan ini memberi kesan kepada saya)

A1. Too basic (Terlalu asas)	0	1	2	3	4	5	Too complicated (Terlalu rumit)
	◆-----◆						
A2. Very theoretical (Sangat teori)	0	1	2	3	4	5	Useful practical example (Contoh praktikal yang berguna)
	◆-----◆						
A3. Irrelevant to my work (Tidak relevan dengan kerja saya)	0	1	2	3	4	5	Very work relevant (Sangat relevan)
	◆-----◆						
A4. Too many hindrances (Terlalu banyak halangan)	0	1	2	3	4	5	Very conducive to learning (Sangat kondusif untuk belajar)
	◆-----◆						

B. ANY OTHER COMMENTS (SEBARANG KOMEN LAIN)

Please give suggestions on how this training program can be improved:
(Sila beri cadangan tentang bagaimana program ini dapat diperbaiki)

Date (Tarikh): _____ Signature: (Tandatangan) _____

Note: Please return this form to Human Resources Executive (HRE) after completion of Part 1.
(Nota: Sila kemukakan borang ini kepada Eksekutif Sumber Manusia selepas selesai isi Bahagian 1)

**PART 2 - TO BE COMPLETED BY MANAGER IN CHARGE OF TRAINEE AFTER 3 MONTHS FROM TRAINING DATE
(UNTUK DILENGKAPKAN OLEH PENGURUS KEPADA PELATIH INI 3 BULAN SELEPAS DARI TARIKH LATIHAN)**

EVALUATION OF TRAINEE: This training improves the ability of the trainee on:
(PENILAIAN TRAINEE : Latihan ini meningkatkan keupayaan pelatih dalam)

Knowledge (Pengetahuan)	☐ Yes (Ya)	☐ No (Tidak)	☐ Other: (Lain-lain) _____
Work skill (Kemahiran Kerja)	☐ Yes (Ya)	☐ No (Tidak)	☐ Other: (Lain-lain) _____
Productivity (Produktiviti)	☐ Yes (Ya)	☐ No (Tidak)	☐ Other: (Lain-lain) _____
Sense of responsibility (Rasa bertanggungjawab)	☐ Yes (Ya)	☐ No (Tidak)	☐ Other: (Lain-lain) _____

Date (Tarikh) : _____ Name (Name) : _____
Signature (Tandatangan) _____

PART 3 - COMMENTS BY MANAGING DIRECTOR (KOMEN OLEH PENGURUS URUSAN)	PART 4 - TO BE COMPLETED BY HR MANAGER (UNTUK DI ISI OLEH PENGURUS SUMBER MANUSIA)
Remarks: (Catatan) _____ Name (Nama) : _____ Date (Tarikh): _____ Signature (Tandatangan): _____	Further Action: (Tindakan lanjut) _____ Name (Nama) : _____ Date (Tarikh): _____ Signature (Tandatangan): _____