

HSE SHORT AWARENESS SESSION

EVALUATION TEMPLATE

Lecture Title:	Venue:
Lecture Delivered By:	Lecture Date/ Time:

LECTURE MATERIAL:

Parameters	Strongly Dissatisfied	Dissatisfied	Average	Satisfied	Strongly Satisfied
1. Contents of course					
2. Practical information on subject					
3. Readability of course material					
4. Formatting					
5. Sample Examples					
6. What information is missing or lacking in the course material? Which part of course content needs to be more emphasized / improved?					

LECTURE PRESENTER (overall):

Parameters	Strongly Dissatisfied	Dissatisfied	Average	Satisfied	Strongly Satisfied
7. Subject Knowledge & Command					
8. Presentation & Teaching Skills					
9. Clarity of Presentation					
10. Two-way Communication					
11. Ability to answer questions					
12. Use of practical examples					
13. What area(s) do you think the tutor needs to improve?					

OVERALL LECTURE'S PERFORMANCE:

Parameters	Strongly Dissatisfied	Dissatisfied	Average	Satisfied	Strongly Satisfied
14. Meeting your expectations					
15. Learning experience					
16. Relevance to your work					
17. What areas need to be emphasized or improved to make the overall course more effective and useful?					

Name & OG #:	Department and Location:
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Location: (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other)

TRAINEE'S EVALUATION (to gauge his / her performance)

Present Designation: _____

Qualification: _____

Trainee's Evaluation		Effectiveness / Objective	
Trainee's Performance	Presenter's Signature / Date and Final Remarks	How this short awareness session/ lecture has been useful or can be made useful in near future?	Location HSE IC Signature / Date and Final Remarks
<input type="checkbox"/> Attention and participation	Qualification / Grade: <input type="checkbox"/> <u>Excellent</u> <input type="checkbox"/> <u>Good</u> <input type="checkbox"/> <u>Average</u> <input type="checkbox"/> <u>Poor</u>		
<input type="checkbox"/> Contribution to feedback			
<input type="checkbox"/> Contribution to teamwork			
<input type="checkbox"/> Problem solving ability			
<input type="checkbox"/> Questioning ability			
<input type="checkbox"/> Understanding as a behavioural content			
<input type="checkbox"/> Personal attributes			

Copy only to most concerned person e.g. PC/ OM/ FM/ PM/ Area Manager/ Manager HSEQ:-
Ref. No. _____ Date: _____