

**GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
'TRAINING WING'**

...

OFFICE MEMORANDUM

Dated Aizawl, the 14th August, 2019

Subject : Instruction on submission of Training Feedback/Report-reg

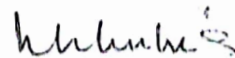
In continuation of this Department's O.M. No.33038/1/2009-P&AR(TRG) dt. 4.07.2019, it is hereby notified for information and guidance of all Administrative Department and Heads of Department under the Government of Mizoram that whenever officers/staff of any level attend training programme of any kind outside Mizoram, the officer/staff should submit the Training Feedback/Report to DP&AR (Training Wing) after their return from the training in the prescribed form enclosed herewith.

Encl: As above

Sd/-LALNUNMAWIA CHUAUNGO
Chief Secretary to the Government of Mizoram

No.A.33038/1/2009-P&AR (TRG) : Dated Aizawl, the 14th August, 2019
Copy to:-

1. Secretary to Governor, Government of Mizoram
2. P.S. to Chief Minister, Government of Mizoram
3. P.S. to Speaker/Dy. Speaker/Ministers/Vice Chairman, State Planning Board/ Government of Mizoram
4. P.P.S. to Chief Secretary, Government of Mizoram.
5. All Administrative Heads Departments, Govt. of Mizoram
6. All Heads of Departments, Govt. of Mizoram
7. Guard File.



(R.LALCHHANHIMA)

Joint Secretary to the Government of Mizoram,
Department of Personnel & Administrative Department
'Training Wing'

FEEDBACK & TRAINING REPORT FORM OUTSIDE MIZORAM

1. Name of Officer :
2. Designation :
3. Name of Training Programme :
4. Venue :
5. Duration :

PART-I (FEEDBACK)

1. What do you think about the structure and organization of the training programme.

Very Well Structured	Well Structured	Some-what Unstructured	Very Unstructured

2. How useful will the training be in your job?

Very Useful	Quite Useful	Of limited use	Not at all useful

3. How far have you benefited from interaction with training faculty?

Substantially	Considerably	Fairly	Not at all

4. How far have you benefited from interaction with fellow participants?

Substantially	Considerably	Fairly	Not at all

5. Your overall impression of the programme

Excellent	Very Good	Good	Average

PART-II(MANDATORY)

A brief report on the benefits acquired as a result of the training programme attended (in not more than two pages)

1. Usefulness for your job (in not less than 75 words)
2. Benefits from interactions with training faculty and fellow participants (in not less than 75 words)