**L1**

***Borang Penilaian Latihan PLANMalaysia***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BORANG PENILAIAN LATIHAN** | | | | | | | |
|  | | | | | | | |
| **BAHAGIAN 1 : BUTIRAN LATIHAN/ KURSUS** | | | | | | | |
|  |  |  | | | | | |
| **Tajuk** | : | ................................................................................................................  ................................................................................................................ | | | | | |
|  |  |  | | | | | |
| **Tarikh** | : | ................................................................................................................ | | | | | |
|  |  |  | | | | | |
| **Tempat** | : | ................................................................................................................ | | | | | |
|  |  |  | | | | | |
| **Anjuran** | : | ................................................................................................................ | | | | | |
|  |  |  | | | | | |
| **Arahan** | : | *Sila nyatakan pendapat anda mengenai kenyataan berikut dengan membuat bulatan pada nombor mengikut skala penilaian anda.* | | | | | |
| **Skala Penilaian** | : | **1**  *Tidak Memuaskan* | **2**  *Kurang Memuaskan* | **3**  *Memuaskan* | **4**  *Baik* | **5**  *Cemerlang* | |
|  |  |  |  |  |  |  |  | |
| **BAHAGIAN 2 : PENILAIAN PENCERAMAH** | | | | | | | |
|  |  |  | | | | | |
| **Nama**  **Penceramah** | : | ................................................................................................................ | | | | | |
|  |  |  |  |  |  |  |  | |
| **Tajuk**  **Ceramah** | : | ................................................................................................................ | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | Pengetahuan yang mendalam berkenaan tajuk. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 2. | Kejelasan penyampaian isi kandungan. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 3. | Kesesuaian contoh yang diberikan. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 4. | Kebolehan berinteraksi dengan peserta. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 5. | Cara penyampaian / persembahan. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 6. | Pengurusan masa penyampaian. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 7. | Penampilan penceramah. | 1 | 2 | 3 | 4 | 5 |
|  |  |
| 8. | Penggunaan medium bantuan penyampaian yang bersesuaian. | 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |  |  |
| *Nota : Urus setia perlu menambah Bahagian 2 : Penilaian Penceramah sekiranya latihan/ kursus mempunyai dua (2) atau lebih penceramah.*   |  | | --- | | **B6-6**  ***Borang Penilaian Latihan PLANMalaysia*** | | |  | | --- | | **BAHAGIAN 3 : PENILAIAN LATIHAN/ KURSUS** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | 1. | Objektif latihan/ kursus ini telah tercapai. | 1 | 2 | 3 | 4 | 5 | |  |  | | 2. | Tahap kemahiran dan pengetahuan selepas menghadiri latihan/ kursus ini. | 1 | 2 | 3 | 4 | 5 | |  |  | | 3. | Isi kandungan latihan/ kursus. | 1 | 2 | 3 | 4 | 5 | |  |  | | 4. | Urus setia latihan/ kursus. | 1 | 2 | 3 | 4 | 5 | |  |  | | 5. | Pengurusan dan kemudahan latihan/ kursus. | 1 | 2 | 3 | 4 | 5 | |  |  | | 6. | Pada keseluruhannya saya berpuashati dengan latihan/ kursus ini. | 1 | 2 | 3 | 4 | 5 | | |  | | **BAHAGIAN 4 : ULASAN / CADANGAN**  *Sila beri ulasan/ cadangan penambahbaikan latihan/ kursus (sekiranya ada):*  .................................................................................................................................................  .................................................................................................................................................  .................................................................................................................................................  ................................................................................................................................................. | | | | | | | | |

**B6-7**