

Staff Training Evaluation and Budget Review

Department: Human Resources
Date: 2024-05-12
Review Period: January 2024 - May 2024

1. Training Program Details

Training Title	Provider	Date	Duration	No. of Attendees
Leadership Essentials	UpSkill Learning	2024-02-15	2 days	12
Workplace Safety	SafeWork Inc.	2024-03-10	1 day	18
Advanced Excel	Jordan Training Solutions	2024-04-05	1 day	10

2. Evaluation Summary

Objectives

- Enhance management and leadership skills.
- Improve workplace safety awareness.
- Upgrade staff technical expertise in office applications.

Outcomes

- Leadership participants reported increased confidence and teamwork (average post-training score: 4.5/5).
- Safety incidents have declined by 15% compared to prior period.
- Advanced Excel session led to faster, more accurate report generation.

Assessment Methods

- Post-training feedback surveys
- Knowledge assessments
- Manager interviews
- Follow-up observations

3. Budget Review

Training Title	Budgeted Cost (\$)	Actual Cost (\$)	Variance (\$)	Comments
Leadership Essentials	3,000	2,900	-100	Under budget
Workplace Safety	1,500	1,700	+200	Additional materials required
Advanced Excel	1,200	1,200	0	On budget

4. Recommendations

- Continue investment in leadership training for new managers.
- Consider in-house resources for safety training to control costs.
- Schedule refresher courses on technical skills bi-annually.
- Embed post-training evaluation into employee performance reviews.

Important Notes:

- Regular evaluation ensures training effectively meets organizational goals.

- Accurate budget tracking can highlight cost-saving opportunities.
- Feedback from participants is vital for improving future programs.
- Recommendations should be actionable and linked to measurable outcomes.
- This document should be reviewed and updated annually.