

Feedback Sheet

COURSE
MODULE
DATES

We aim to provide Gold Standard training - please help us with your feedback

Please note that this information is collected only for the purposes of monitoring quality. You are welcome to provide your feedback anonymously if you wish; however if there are aspects of the course which failed to live up to your expectations and you provide your name and contact details we may be able to offer you additional support in that area. Please feel free to give personal or work contact details. This information will not be used by Burgh House Limited for any other purpose. Your comments, but not your identity, may be shared anonymously with the course sponsor.

Why did you elect to do this module?

In what way(s) did this module meet that need?

What else could we have covered, or covered in more detail, to meet that need?

What should we have omitted, or covered in less detail?

What could be improved in the style of presentation or the handling of questions?

What could be improved in the venue?



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What else could be improved?

Any other comments not covered above (please attach additional sheets if necessary):

| Please rate the module overall | Exceeded my requirements | Met my requirements | Did not meet my requirements |
|---------------------------------------|---------------------------------|----------------------------|-------------------------------------|
| Content: | | | |
| Presentation: | | | |
| Facilities: | | | |
| Other: | | | |

Please contact us if any of the courses below also interest you, for yourself or your business/department/organisation

Assertiveness At Work • Basic Bookkeeping • Basic Business Skills • Building Customer-Centred Organisations • Building Winning Teams • Coaching Skills • Designing Effective Induction Programmes • Effective Business Writing • Effective Business Writing Overview • Effective Interpersonal Skills • Effective Office Administration • Effective Stress Management • Effective Time Management • Essential Customer Care • Making Effective Presentations • Management Skills • Managing Change • Managing Conflict • Managing Successful Projects • Managing Yourself • Masterclass Workshops • Motivating Effectively • Negotiating Effectively • Planning Effective Training & Development • Recruitment & Selection • Retailing Skills • Supervisor Skills • Taking Effective Minutes • Taking the lead • The Effective Receptionist • The Prevention and Detection of Money Laundering • Thinking, Planning & Decision Making • Writing Effective Announcements • ** or suggest a course you'd like us to offer **

See <http://training.burghouse.com/courses> for an up-to-date list

| <u>Name</u> | <u>Contact Details</u> |
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Please return to: Catherine Turner, Burgh House Limited, Burgh House, Barren Ground or PO Box 37, Jamestown, or via the Moonbeams shop

