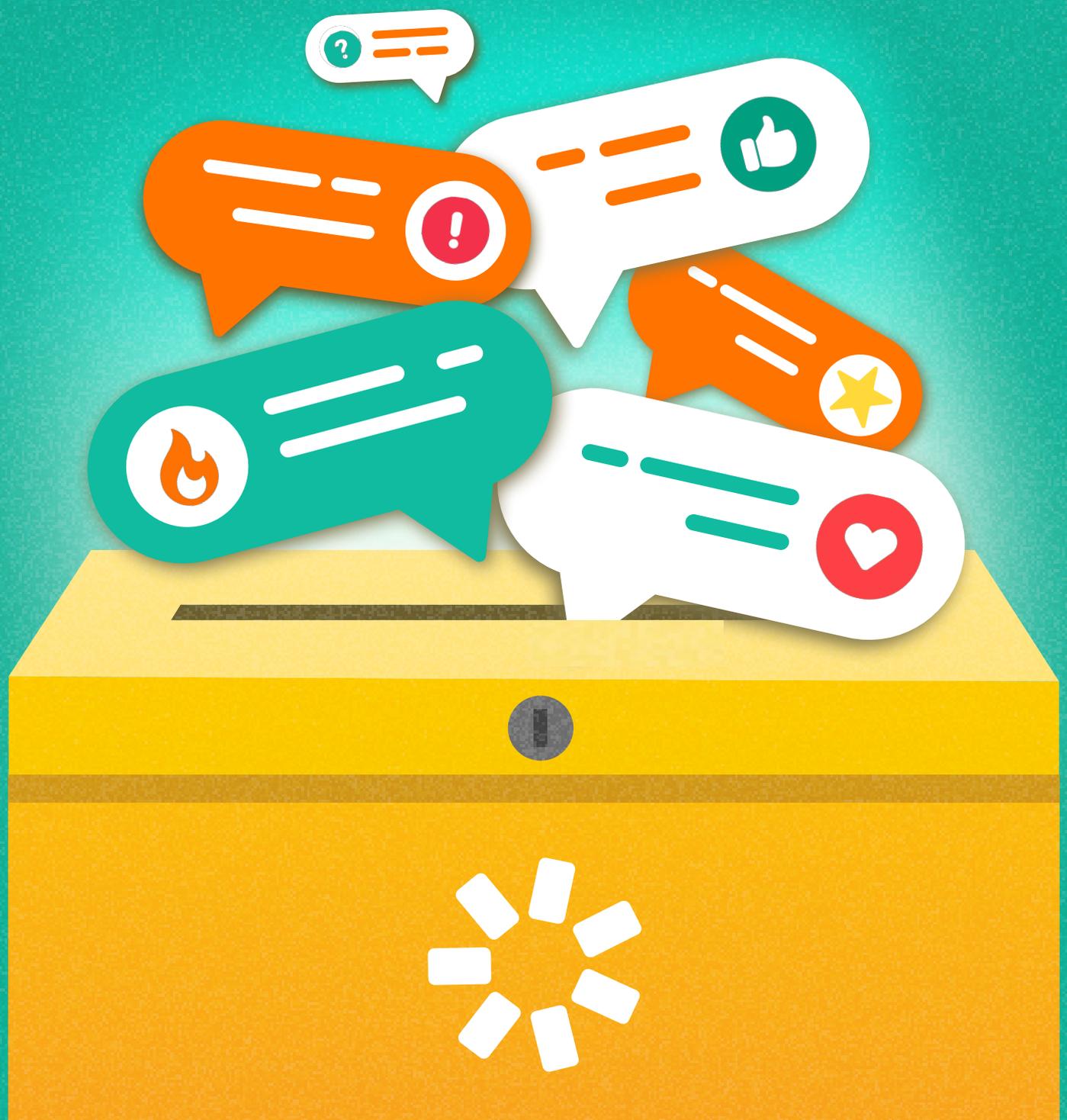# iSpring

# EMPLOYEE TRAINING SURVEY AND FEEDBACK COLLECTION GUIDE

# EMPLOYEE TRAINING SURVEY

Name:

Name:

Department:

Department:

Position:

Position:

Format:          In-person          Live online          Self-paced online

Please take a moment to help us improve your training experience at

Thanks for your input!

## 01 Rate the overall training program

Excellent

Good

Fair

Poor

Don't know

**02** How engaging was your training experience?

- 🟧 Not Engaging
- 🟧 Slightly Engaging
- 🟨 Neutral
- 🟩 Engaging
- 🟩 Very Engaging

**03** The training objectives were clearly defined

Yes

No

**04** The pace and length of the training were appropriate

Agree

Neutral

Disagree

**05** The training content was presented clearly

Yes

To some extent

No

**06** **How relevant is this training to your current role?**

Very Relevant

Somewhat Relevant

Not Relevant

**07** **How much new and useful information did you learn?**

A lot

A little

None

**08** **Was any critical content missing? Please explain.**

**09** **Do you intend to apply the new knowledge/skills in your job?**

Yes

No

Unsure

**10** **Did you encounter any technical issues (LMS, audio, video, etc.)? If so, what are they?**

Yes

No

**11** **How likely are you to recommend this training to a colleague?**
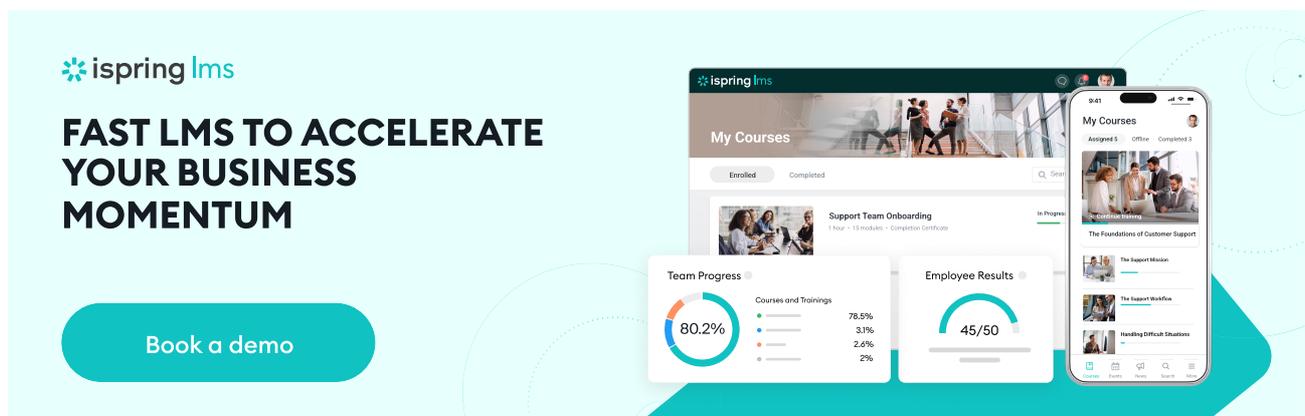
Extremely Likely

Likely

Neutral

Unlikely

Not at all Likely

**12** **Please share any additional comments, suggestions, or highlights about the training**

# Collecting Training Feedback with iSpring LMS

iSpring LMS is a comprehensive learning management system that enables organizations to create, deliver, and track training effectively. A built in feature for administrators is the ability to collect training feedback directly within the platform.



ispring lms

**FAST LMS TO ACCELERATE YOUR BUSINESS MOMENTUM**

Book a demo

# Why Collect Feedback in iSpring LMS?

**01**  **Improve content and process**

Feedback from learners helps administrators continuously refine course material and the overall training process.

**02**  **Save time on management**

Spot and fix issues like login problems or confusing materials quickly, reducing the administrative workload.

### 03 | Build trust through transparency

Let employees see ratings and reviews from peers to help them choose well-regarded courses with confidence.

### 04 | Learn from real experience

Use shared tips and warnings from past learners to help new users achieve success more quickly and avoid common mistakes.

### 05 | Demonstrate value and support strategic decisions

Centralized feedback provides tangible evidence of training impact. Use detailed reports to showcase effectiveness to stakeholders, justify budgets, and make strategic, data-backed decisions about future learning and development initiatives.

# How to Create Surveys in iSpring LMS

You can enhance engagement and gather valuable insights by creating non graded online quizzes/surveys for your team.

## Step-by-Step Guide:

1. Go to the **Learning Content** section and click on **Create**, then **Quiz**.
2. Click on **Settings**.
3. In the Main section, configure the quiz.
4. Give your survey a name and a description.
5. Add questions and answer options. Use Likert scales, multiple-choice, text entry, etc.
6. Customize as needed.
7. Publish the survey and enroll users. Employees will receive a notification and can take the survey directly.
8. View all employee responses in the detailed **Reports** section.

# Welcome to the iSpring Community!

Stay updated with the latest L&D trends, tips, and best practices:

## iSpring Learning Exchange →

Join professional discussions.

## iSpring LMS knowledge hub →

Access articles on course creation, LMS best practices, and training strategies.

## Webinars →

Attend live sessions.

## Guides →

Download in depth guides.

## YouTube channel →

Watch tutorials and product demos.