

2013 Course Evaluation Summary

Report Date: 10/29/2012 2:00:23 PM

Community Sponsored: Writing to Get Things Done: Documenting Business Practices

Offering: Port Hueneme California - 13-WTGTDNFI-01

Questions	Average Rating	Number of Responses				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1 I found the registration system to be user-friendly.	4.4	10	10	1		
2 The course objectives were clearly defined and presented at the beginning of the course.	4.8	16	5			
3 The course objectives were achieved.	4.8	17	4			
4 The course content was current and easy to follow.	4.8	16	5			
5 The course length was appropriate.	4.7	15	6			
6 I have a better understanding of this topic after completing this course.	4.8	17	4			
7 The tools and skills I obtained in this class will help me in my current position.	4.9	19	2			
8 The instructor was knowledgeable and effective in presenting the course material.	4.9	19	2			
9 I would recommend this course to others.	4.9	19	2			

10	Was the training facility conducive to learning?	4.6	14	6	1		
Overall Course Rating		4.8					

Free Text Comments

11 What did you like best about the course? What needs to be changed?

- Nothing to change, it was an excellent course!
- Grammar
- None.
- I liked the examples that were given and the repetition of the key points.
- This was the best course that I have taken in a long time. The material was presented in an easy to understand format, and the instructor was hilarious. It made learning even easier. The grammar section was a little rough for me. A lot of the tenses/pronoun area flew over my head (thats where I need the most work). I think next time i would have liked to go page by page in the grammar sections instead of focusing on the test and jumping around the following pages. I did learn a lot though!
- Pace was perfect and the instructor kept the class interested and involved. Should be offered at this location more often
- The course taught better methods of business writing in order to more effectively convey ideas in official correspondence.
- Very practical, easy to understand, and easy to implement.
- god job by the instructor.....
- Excellent material very pertinent to effective business writing.
- Very interactive and use of your table buddy.
- I liked the new formatting of emails. I hope to use that information for all future emails. I wish we could use PNM format presented in the course for the BMS. It is presented in a way that increases the reader's comprehension of the material.
- This was one of the best classes I've ever taken in a professional environment. I wish they made all employees take this class! I really enjoyed the fun, interactive environment that the class provided. It led to a much more productive outcome.
- No changes needed. Overall great course.
- The instructor, true erudite
- Great Course! All Khaki should attend!
- I liked that I could see within the first 2 hours what I needed to change about my writing. I thought the concept was unique and extremely helpful. My only critique is that the grammar portion of the class was held the last 4 hours and was extremely tedious. I would suggest burying it in the middle of the course and shortening the section (like don't go over every answer on the pre-test just the wrong ones). Otherwise excellent class.
- Stan is a really great instructor. The only issue I had was finding the correct building. I didn't know there was a difference between building 44 and 1444 (they are next to each other, but from building 44, you can't see numbers for 1444, leading me to believe 44 was the correct building)
- The class was excellent! I would not change a thing.
- Course was detailed and materials presented in a logical manner
- The learning buddy and the review exercise. The instructor Stanis excellent!

12 What courses do you need to improve your job performance?

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-VISIO training

-Any contracting-related courses

-how to deal with negative people in the work environment?

-Microsoft Office Excel and Word course.

-NA

-Time Management

-this was very useful.

-Time Management and dealing with constant change.

-More writing and communication skills. Teamwork.

-Coworkers who have been in government for 20+ years said that they use to take a course that dived into writing for government documentation. They said it was intense, but definitely increased their writing capability. I would like to take this course if it was offered.

-N/A

-Management related

-Asset management

-This one was a great start!

-Leadership, communication

-Anything offered, I will consider.

-AutoCAD Leadership Team Building

-none

-High Impact Presentations - Advanced course

13 Other comments or suggestions.

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-None.

-none

-Great class!!!!

-Great training and outstanding instructor.

-This should be required training for everyone in the organization.

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-None

-Mr. Stan Berry is an excellent teacher. i wish we would have more quality courses like writing to get things done. Great mixture of people from other commands and professions who are seeking expertise on this excellent course. Mr. Berry communicates very well in a manner that is very understanding and encouraging.

-nono

-No additional comments.

-Is there a way to control the heating/cooling in the classroom? It was freezing in the morning and stifling in the afternoon which made it much more difficult to focus!

-None

-None

-None

-no

-None really

-None

-none

-This course should be required for all GS-13s, GS14s and GS15s.