



Evaluation report: 'Employee of Choice' training

Background:

The purpose of this evaluation report is to outline details of the first 'Employee of Choice' training, including a summary of the feedback from participants.

The Event:

The event was organised by JobSearch as part of its Corporate Social Responsibility. It was held on Wednesday 8th April 2015 at Computech Training Centre from 09.00-16.00hrs. 21 participants attended, including job seekers, students and employees eager to develop their skills. The instructor was JobSearch's Managing Partner, Ms. Edleen B. Elba. There were three interactive sessions – job application process, business etiquette and business ethics. The trainees actively participated in the discussions, asked questions and debated on ethical scenarios.

Participants were given a certificate of attendance at the end of the event and a soft copy of the presentation was e-mailed to all of them.

Marketing and Promotion:

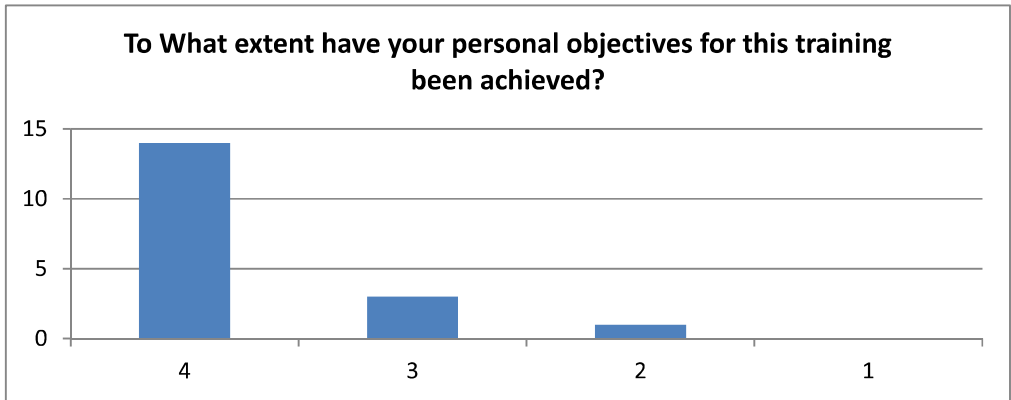
Prior to the event, we designed a leaflet and promoted the event through our [Facebook page](#), LinkedIn and [our website](#). We also e-mailed soft copies of the leaflet to our subscribers and the Freetown Announce yahoo group and published it for one day in Awoko newspaper.

Evaluation Forms and results:

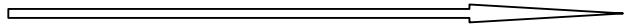
We distributed evaluation forms at the end of the seminar and asked participants to complete and return them.

We received 18 evaluation forms back. The results were extremely positive.

A range of questions were asked to ascertain if participants' objectives had been met, if their understanding of the subjects had improved and if they felt that the training would be suitable for colleagues with similar needs. Respondents were able to rate their responses from 4 to 1, with 4 being the most positive and 1 being the least. Majority of the respondents answered 4 or 3, with 4 meaning their objectives had been fully met and 3 meaning that they had largely been met.



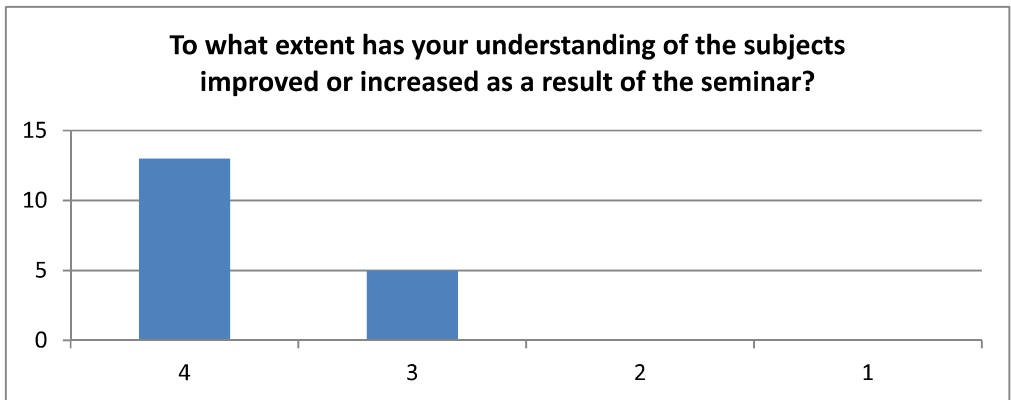
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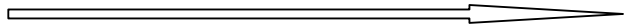
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The 1 who scored 2 said:

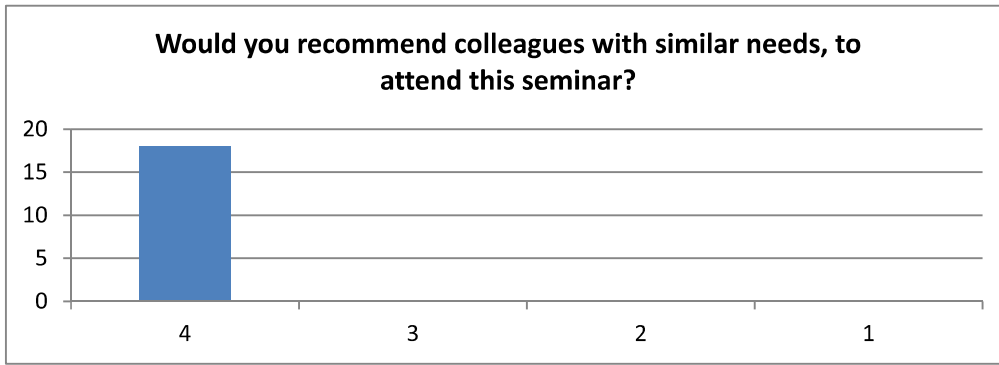
- *It has helped me to know about ethical issues and many more within the working environment*



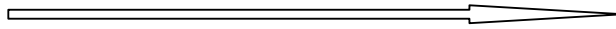
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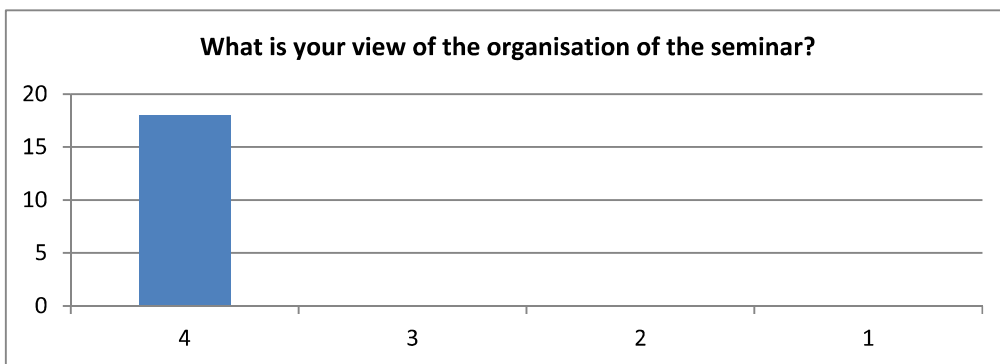
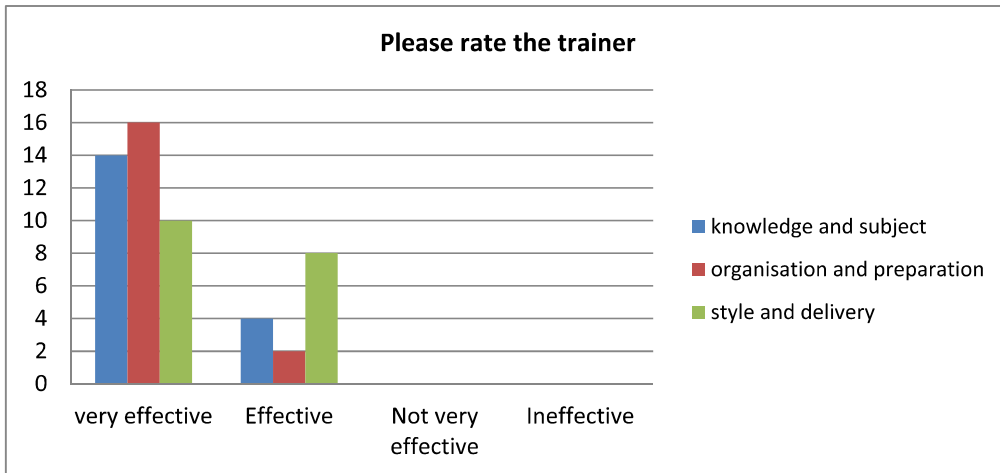
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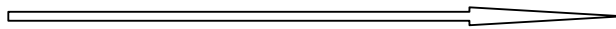
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Not at all



Fully



Not at all

Finally we asked participants - are there any other comments about the training event that you would like to make?

Being part of this training has helped me a lot with regards to my experience and manner of applying for jobs. This has also built my personal self.

Think about conducting similar training in provincial educational institutions. The changes that JobSearch, job seekers, employers and students want will come, but with time. I hope computer training would also be considered by JobSearch and team.

I think there is a need to start training people/candidates especially the accounting area with some accounting software, such as Excel, Quickbooks, Sage line 50. Consider organising this training frequently.

Keep it up, because there are a lot of others that need this training. Thank you.

This training has given me a great insight about business etiquette and ethics. It will not only help me to be a good employee but also a better individual to society. It has also impacted me with great knowledge in job searching.

It is one of the training that may other job seekers out there need. It's really wonderful, insightful, motivational and inspiring – please keep it up and try to increase the capacity for more people to come in. Thanks!

I think such trainings should continue because I personally improved on a lot of things, so I believe others should be given a chance to have such learning opportunity.

The training was very educative and I really learnt a lot from it. Will recommend you do such training always in order to help fresh graduate students in writing their cover letters and CVs. I am happy to have been part of this one.

The training process was a complete success and I'm very grateful towards that, but I would like for you guys to bring in someone to assist in the process because there was a time when I sensed some amount of tiredness in the trainer because she was alone.

The training was well organised. I recommend that JobSearch conduct such training regularly for job seekers.

It is an opportunity for me to attend training of such nature and sincerely, I am so delighted and grateful for all that I have learnt today. I strongly believe this will tremendously aid me in marketing myself and becoming a relevant and hardworking employee. I thank you so very much. May God bless you richly.

The training process was very much educative and I want to commend all persons involved especially Miss Edleen Elba, the Managing Partner. The air conditioning in the room was too cold though.

The training was very much interactive and educative and I will like or recommend for such programmes to be undertaken at the end of every month.

The training gave me more knowledge and understanding about how to search for a job and do my correct CV.

A very educative and required training session especially for people like us preparing for employment. Salient points as well as questions were raised. However, more emphasis should be laid in future trainings on the mind set of how people think about situations and how situations should actually be. I really enjoyed the business ethics session.

It was perfect and I learnt a lot.

The next training session will be held in July. To express an interest in attending, please send an e-mail to info@jobsearchsl.com