



MINISTRY OF HUMAN RESOURCES

HRDCORP
HUMAN RESOURCE DEVELOPMENT CORPORATION



Human Resource Development Training Effectiveness Evaluation (HRD-TEE)

Guideline

Content



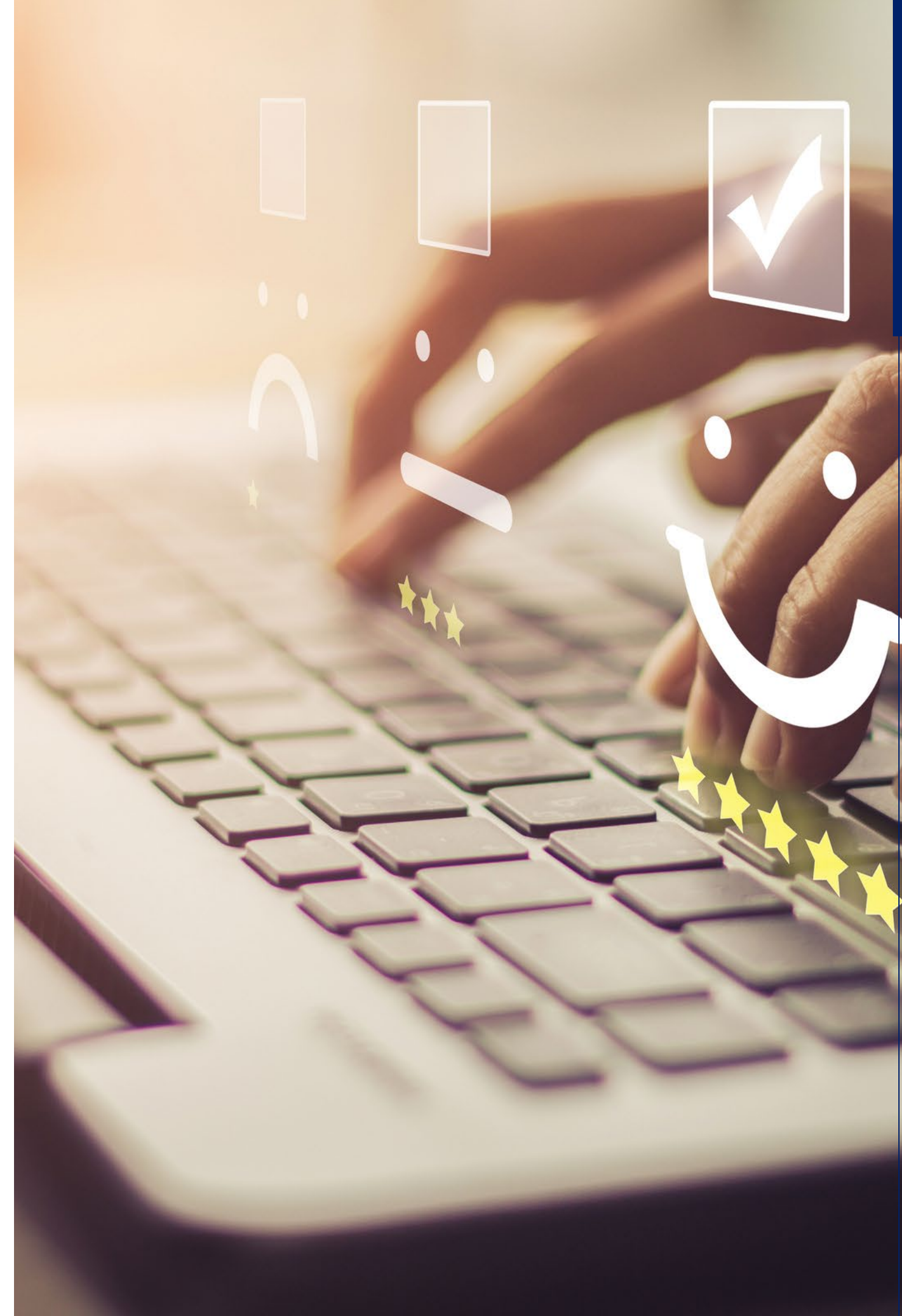
3 Easy Steps to Participate in HRD-TEE

- Assess
- Summarise
- Send



Utilising HRD Corp Output Assessment Google Form

- Copy
- Customise
- Distribute
- Collect



3 Easy steps to participate in HRD-TEE

Step 1 - Assess

Visit HRD Corp official website: hrdcorp.gov.my

A Click on the '3 line menu icon' located on the top right corner of the web page.



B Click Programmes > HRD Training Effectiveness Evaluation (HRD-TEE).



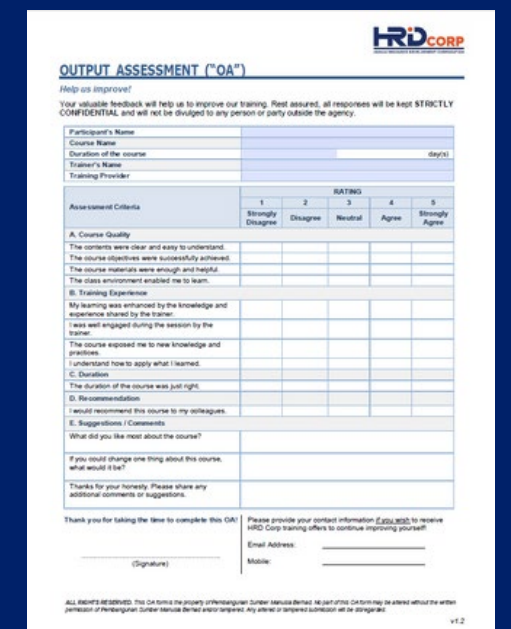
You may skip step A and B by directly accessing the HRD-TEE web page at:

hrdcorp.gov.my/hrd-tee

C Download the HRD Corp Output Assessment Form (OA Form) in the Resources section.



D Distribute the OA Form to trainees on the last day of training to collect their feedback.



Assessment Criteria	RATING				
	1	2	3	4	5
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
A. Course Quality					
The contents were clear and easy to understand.					
The course objectives were successfully achieved.					
The course materials were enough and helpful.					
The class environment enabled me to learn.					
B. Training Experience					
My learning was enhanced by the knowledge and experience shared by the trainer.					
I was well engaged during the session by the trainer.					
The course exposed me to new knowledge and problems.					
I understand how to apply what I learned.					
C. Duration					
The duration of the course was just right.					
D. Recommendation					
I would recommend this course to my colleagues.					
E. Suggestions / Comments					
What did you like most about the course?					
If you could change one thing about the course, what would it be?					
Thanks for your feedback. Please share any additional comments or suggestions.					

HRD Corp Output Assessment Form

3 Easy steps to participate in HRD-TEE

Step 2 - Summarise

A Download the HRD Corp Output Summary Template in the Resources section.



HRD Corp Output Summary Template

DOWNLOAD

B Summarise the information from the OA Form into the Output Summary Template.

No.	Name	Email address	Mobile No.	The contents were clear and easy to understand.	The course objectives were successfully achieved.	The course material were enough and helpful.	The class environment enabled me to learn.	My learning was enhanced by the knowledge and experience shared by the trainer.	I was v during by the
1	James	traine@oogle.com	012-3456789	5	5	5	5	5	5
2	David	traine@oogle.com		5	5	5	5	5	5
3	Christopher	traine@oogle.com		5	5	5	5	5	5
4	George	traine@oogle.com		5	5	5	5	5	5
5	Ronald	traine@oogle.com		5	5	5	5	5	5
6	John	traine@oogle.com		5	5	5	5	5	5
7	Richard	traine@oogle.com		5	5	5	5	5	5
8	Daniel	traine@oogle.com		5	5	5	5	5	5
9	Kenneth	traine@oogle.com		5	5	5	5	5	5
10	Anthony	traine@oogle.com		5	5	5	5	5	5
11	Robert	traine@oogle.com		5	5	5	5	5	5
12	Charles	traine@oogle.com		5	5	5	5	5	5
13	Paul	traine@oogle.com		5	5	5	5	5	5
14	Steven	traine@oogle.com		5	5	5	5	5	5
15	Kevin	traine@oogle.com		5	5	5	5	5	5

Fill in Trainee's feedback in Step 1 tab.

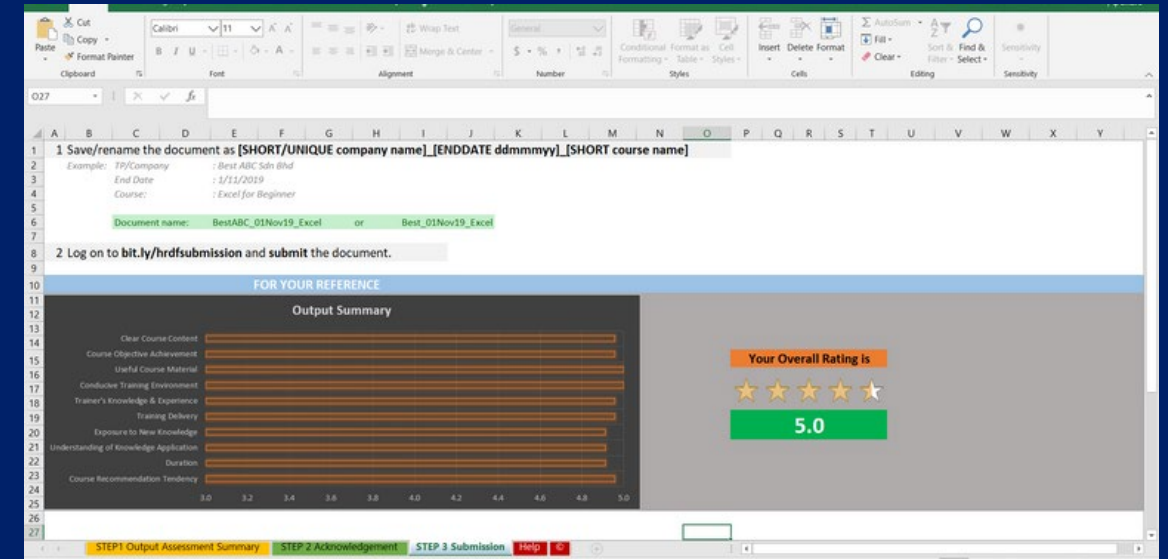
Acknowledgement

Training Provider ABC hereby declare that:

- Complete the Output Summary Template accurately based on the participants' feedback in HRD Corp Output Assessment.
- Keep the hard-copy Output Assessment submitted by participants for future verification by HRD Corp.
- Submit the completed Output Summary Template within 14 working days from the final day of the course.
- All the information/ summary provided in the Summary Template is accurate and correct.

4/6/2021 011-xxxxxxx TP@oogle.com

Fill in your details in Step 2 tab.



View your star rating in the Step 3 tab
Note: There is no need for you to change anything on this page.

C Save the Output Summary Template in your device.



3 Easy steps to participate in HRD-TEE

Step 3 - Send

Submit the Output Summary Template to us via bit.ly/hrdcorptraininghub within 21 working days from the last day of training.



Fill in the required items and upload the Output Summary Template to complete your submission.



HRD CORP
HUMAN RESOURCE DEVELOPMENT CORPORATION

Output Assessment Submission

Awesome, you are almost there. Just one final step.

MyCOID: *

Training Provider: *

Full name of training provider without dot (e.g: ABC Sdn Bhd)

Trainer 1: * Add more trainer

Add

*Please standardise your submission to avoid inaccuracy/inconsistent/duplication of information.
a) Full name without Mr/Ms/Mdm (e.g: Abu bin Ali)
b) Titles (Dr./Ir./Ts./Data/Datuk/Hj) are permitted

You will receive an automated confirmation email upon successful submission of the Output Summary Template.

bit.ly/hrdcorptraininghub

Alternative Implementation on a Digital Platform

In line with the new normal, the use of an online assessment platform to distribute the Output Assessment Form is allowed, provided that all mandatory items are included.

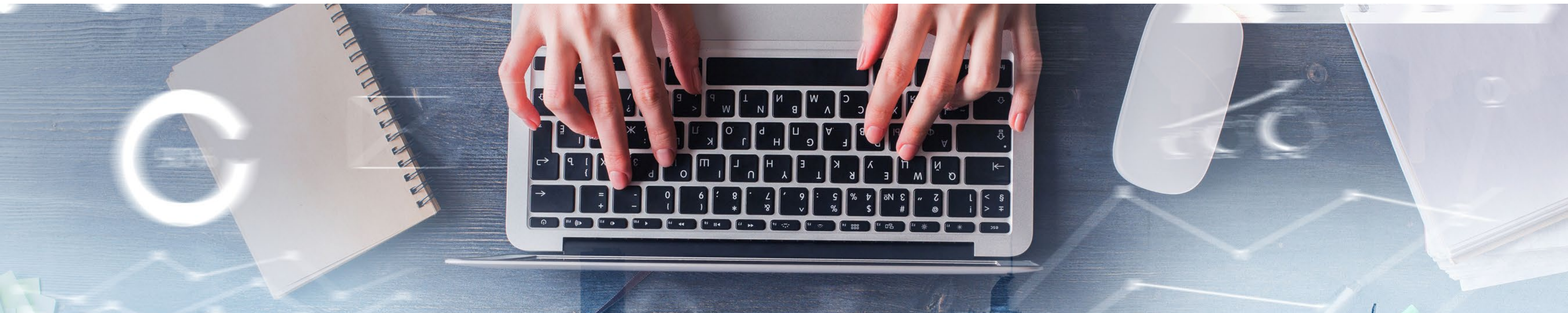
MANDATORY ITEMS

- i. All Output Assessment questions.
- ii. Trainee name and email address.
- iii. An element of authentication (e.g. digital signature or declaration from trainee).

I, (name of trainee), NRIC (xxxxxx-xx-xxxx), hereby declare that the information I have provided in the Output Assessment Form provided is true, correct & complete.

Example of
declaration
from trainee

To facilitate the distribution of HRD Corp Output Assessment online, we have created HRD Corp Output Assessment Google Form (OA Google Form) for your use (optional).



Utilising HRD Corp OA Google Form

Step 1 - Copy

A Please ensure that you are signed in your Google Account.

B Click on the following link in your internet browser:

[bit.ly/ hrdcorp-oa-googleform](https://bit.ly/hrdcorp-oa-googleform)

C Click 'Make a Copy' and it will lead to a copy of the OA Google Form.



Utilising HRD Corp OA Google Form

Step 2 - Customise

A Please customise the OA Google Form according to your training.



Please prefill the four items before distributing the OA Google Form to trainees.



For each training, a different copy of OA Google Form must be used to avoid the error of jumble up feedback from different training courses. To make multiple copies of OA Google Form, kindly repeat the 'Step 1 - Copy'.



Ownership – When making a copy of the OA Google Form, the Training Provider becomes the owner in which HRD Corp does not have access to the trainees feedback. This enables Training Providers to access and download trainees' feedback and submit to HRD Corp online.

Questions Responses

Section 1 of 3

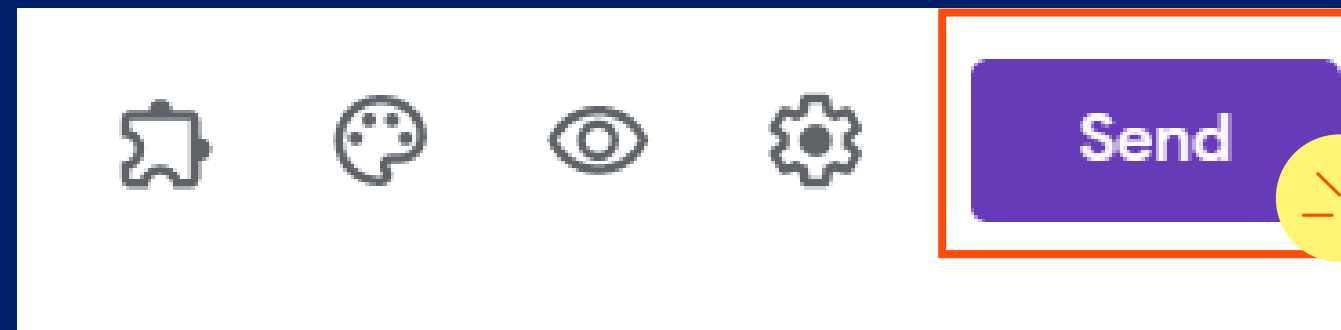
HRD Corp Output Assessment Form

This is an online HRD Corp Output Assessment Form. Your valuable feedback will help us to improve our training. Rest assured, all responses will be kept STRICTLY CONFIDENTIAL and will not be divulged to any person or party outside the agency.

1. Training Provider:
2. Course Name:
3. Trainer's Name:
4. Duration:

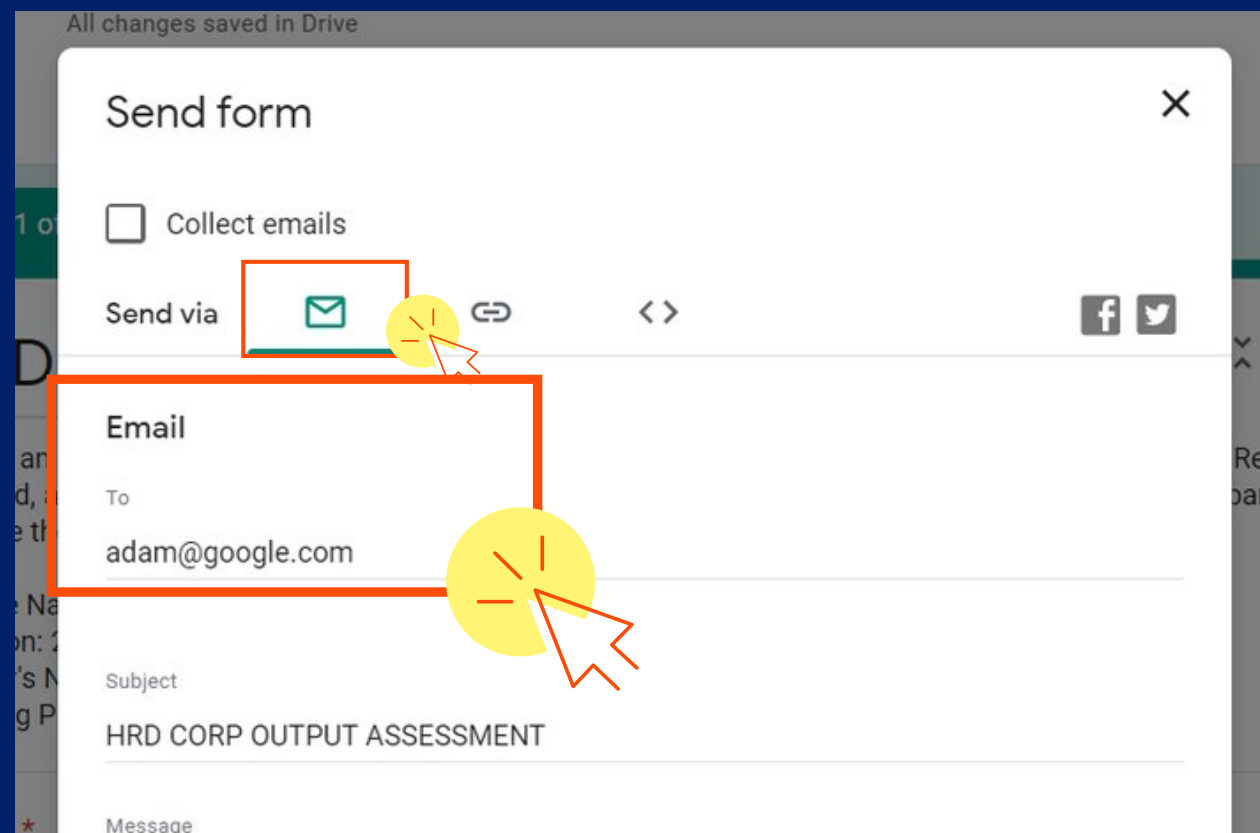
Utilising HRD Corp OA Google Form

Step 3 - Distribute

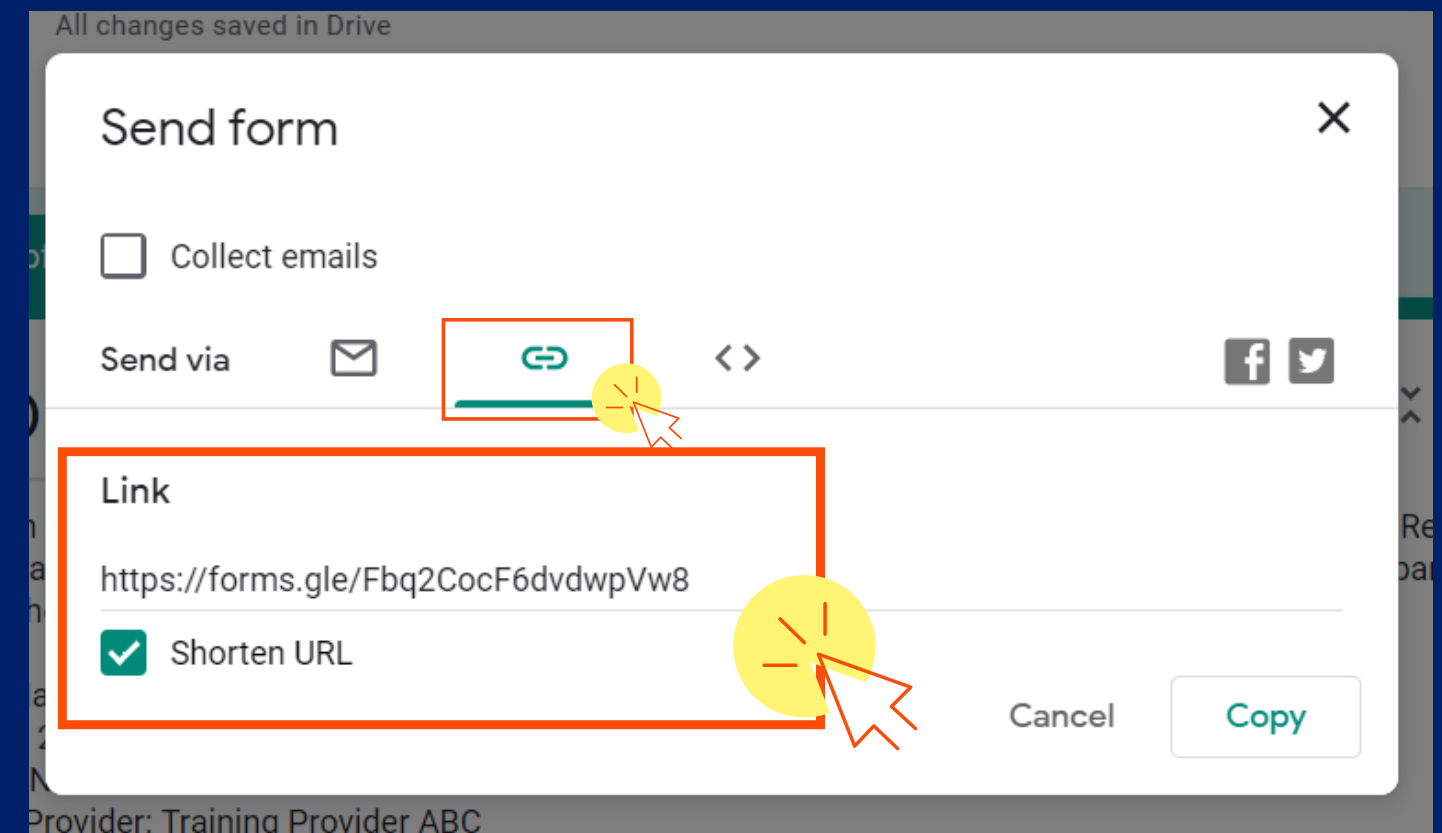


Distribute the OA Google Form by clicking Send.

You have 2 options in distributing the OA Form:



Option 1 - Send to trainees via email



Option 2 - Share with trainees via link

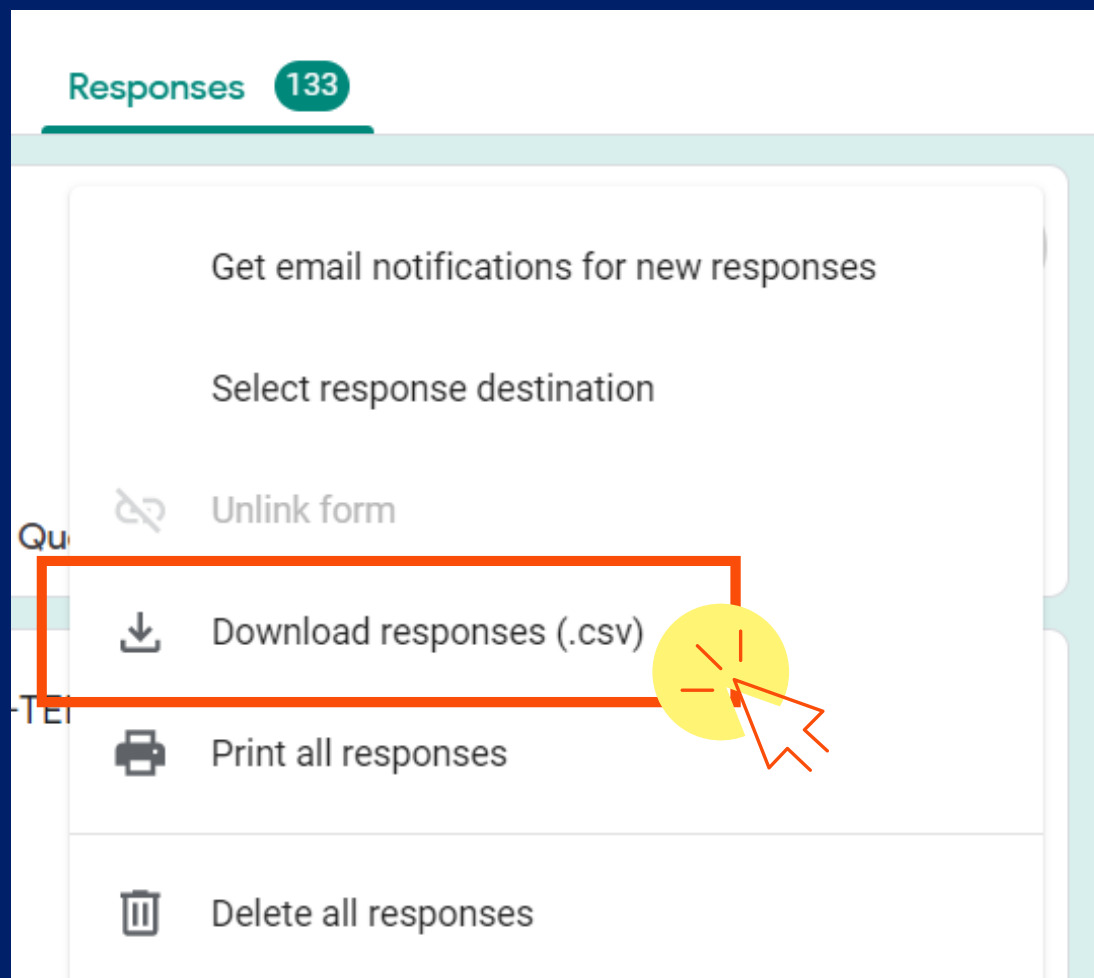
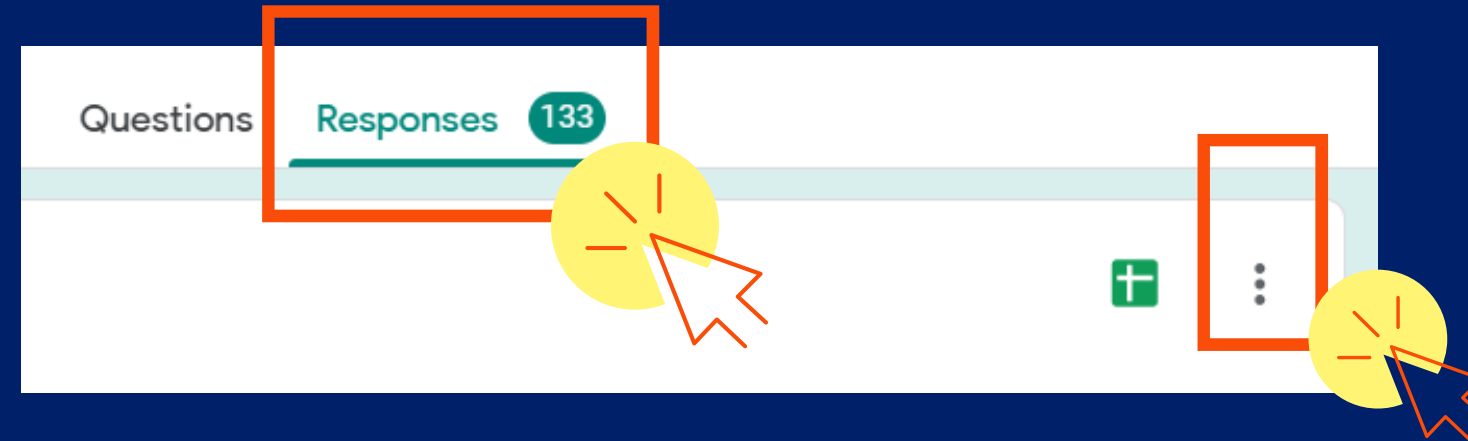
Utilising HRD Corp OA Google Form

Step 4 - Collect

A Collect the feedback by clicking on Responses and the 3 vertical dots icon.

B Download the excel sheet containing trainees' feedback.

C Transfer (copy and paste) the feedback into the Output Summary Template and submit to HRD Corp online via bit.ly/hrdcorptraininghub as per current practice.

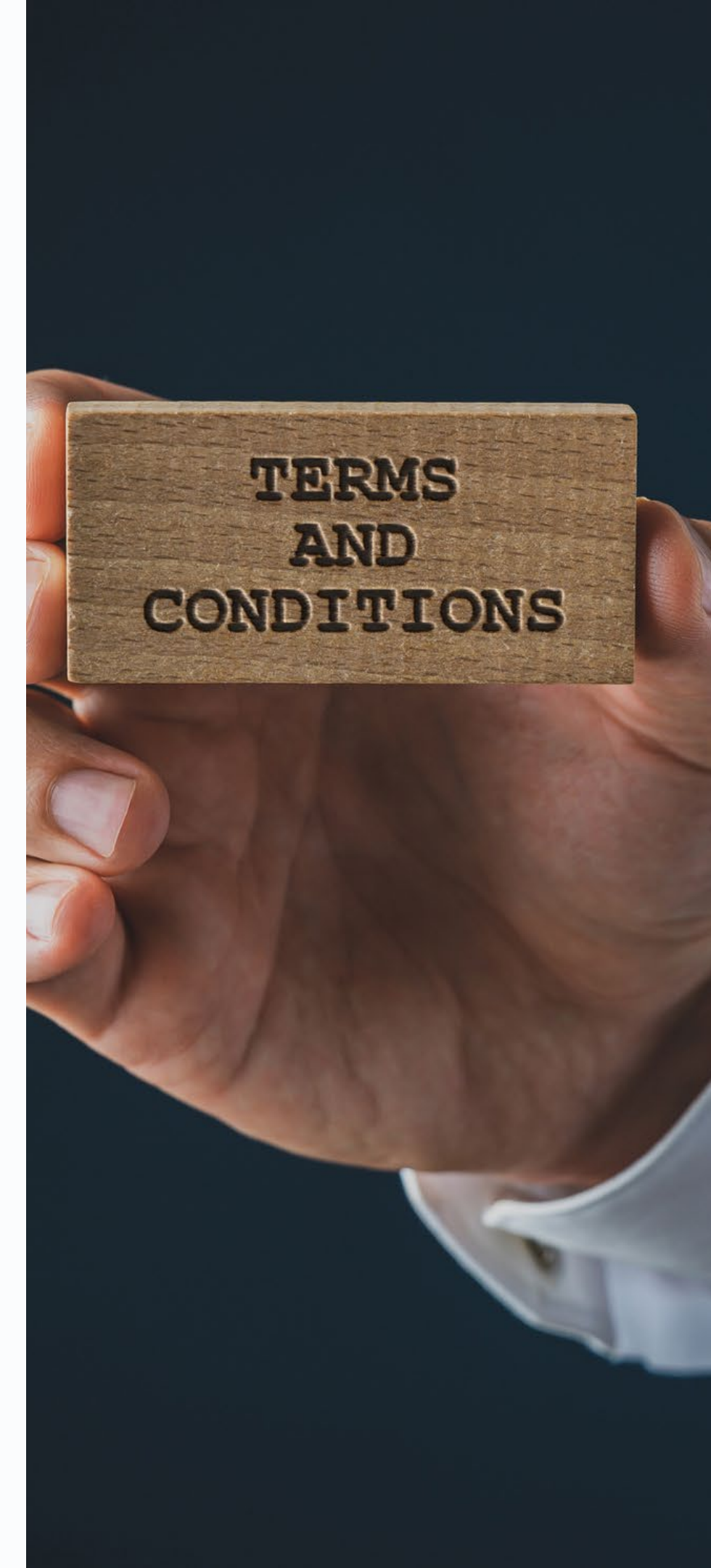


B	C	D	E	F	G	H
Participant's Name	Email Address	Mobile Number	The contents were clear and easy to understand.	The course objectives were successfully achieved.	The course materials were enough and helpful.	The class environment enabled me to learn.
Jack	test@gmail.com	012-3456789	5	5	5	5
Oliver	test@gmail.com	012-3456790	5	5	5	5
James	test@gmail.com	012-3456791	5	5	5	5
Charlie	test@gmail.com	012-3456792	5	5	5	5
Harris	test@gmail.com	012-3456793	5	5	5	5
Lewis	test@gmail.com	012-3456794	5	5	5	5
Leo	test@gmail.com	012-3456795	5	5	5	5
Noah	test@gmail.com	012-3456796	5	5	5	5
Alfie	test@gmail.com	012-3456797	5	5	5	5
Rory	test@gmail.com	012-3456798	5	5	5	5
Alexander	test@gmail.com	012-3456799	5	5	5	5
Max	test@gmail.com	012-3456800	5	5	5	5
Logan	test@gmail.com	012-3456801	5	5	5	5
Lucas	test@gmail.com	012-3456802	5	5	5	5
Harry	test@gmail.com	012-3456803	5	5	5	5
Theo	test@gmail.com	012-3456804	5	5	5	5
Thomas	test@gmail.com	012-3456805	5	5	5	5
Brodie	test@gmail.com	012-3456806	5	5	5	5



Terms and Condition

- The OA Google Form and any file, document, or other work including or derived from the OA Google Form may NOT be sold, published to an online gallery, hosted on a website, or place on any server without HRD Corp's approval.
- All HRD Corp assumes no liability or responsibility for any data inaccuracy in the feedback received in the OA Google Form provided by the respective trainees.
- HRD Corp has no control over and assumes no responsibility for, the content, privacy policies, or practices of any third party using OA Google Form.
- HRD Corp shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by the use of OA Google Form.
- HRD Corp reserves the right, at our sole discretion, to modify or replace the OA Google Form at any time.
- All data received by HRD Corp via OA Google Form is protected by the PSMB Act 2021 and Personal Data Protection Act (PDPA) 2010.



Thank You

Please email

evaluation@hrdcorp.gov.my

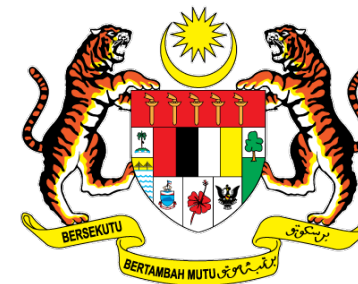
for any information or inquiry.

Visit HRD-TEE official webpage at

hrdcorp.gov.my/hrd-tee for more

information.

We look forward to your participation in HRD-TEE



MINISTRY OF HUMAN RESOURCES

HRDCORP

HUMAN RESOURCE DEVELOPMENT CORPORATION



WEBSITE

hrdcorp.gov.my



FACEBOOK

[hrdcorpmsia](https://www.facebook.com/hrdcorpmsia)



INSTAGRAM

[@hrdcorp](https://www.instagram.com/hrdcorp)



YOUTUBE

[HRD Corp](https://www.youtube.com/HRDCorp)



X

[@hrdcorp_](https://twitter.com/hrdcorp_)



LINKEDIN

[HRDCorp](https://www.linkedin.com/company/HRDCorp)