

## MMS Valuation Training Evaluation Form MMS-4420C

Location: \_\_\_\_\_

Date: \_\_\_\_\_

***We want to improve our training. Please provide your comments below.***

**Please rate the following:**

(1 = poor <--> 5 = excellent)

	1	2	3	4	5
<b>Effectiveness of training materials</b>					
• Visual aids					
• Organization					
• Handouts					
<b>Effectiveness of the trainer/instructor</b>					
• Defining and using terminology					
• Subject knowledge					
• Material clearly communicated					
• Ability to hold interest					
<b>Usefulness of knowledge gained at session</b>					
• Relevance of subject matter					
• Detail of subject matter					
• Usefulness of examples					
<b>Level of detail</b>					
• Valuation methodology					
• Product-specific examples					
<b>Overall rating of the training session</b>					

**Please rate the following:**

(1 = strongly disagree <--> 5 = strongly agree)

	1	2	3	4	5
<b>The course was worth my time.</b>					
<b>Facilities were adequate.</b>					

If you answered any of the questions above with either a 1 or a 2, how can we improve those specific areas?

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Did the instructors answer your questions to your satisfaction? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please give an example:

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Would you like to have future valuation training seminars?

- Where? \_\_\_\_\_
- When? \_\_\_\_\_

Please give us feedback or examples in any of these areas that you believe needs improvement.

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***We want to improve our service. Please provide your comments below.***

In your dealings with MMS, what one thing would you change if you could?

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Name (optional) \_\_\_\_\_ Phone (optional) \_\_\_\_\_

**Paperwork Reduction Act of 1995 (PRA) Statement:** The PRA (44 U.S.C. 3501 *et seq.*) requires us to inform you that we collect this information to improve our customer service. The MMS uses the information to identify areas where improvements can be made. Responses are voluntary. Proprietary information is protected in accordance with standards established by the Federal Oil and Gas Royalty Management Act of 1982 (30 U.S.C. 1733), the Freedom of Information Act (5 U.S.C. 552(b)(4)), and Department regulations (43 CFR 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. Public reporting burden for this form is estimated to average 6 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to the Information Collection Clearance Officer, Minerals Management Service, Mail Stop 4230, 1849 C Street, NW., Washington, DC 20240.