

# MINISTRY OF ENVIRONMENT AND TOURISM

## COURSE/WORKSHOP ATTENDANCE REPORT FORM

DIRECTORATE OF .....

TO: The Ministerial Training Committee

FROM: Mr/Ms/Mrs/Dr .....

Rank: ..... Division: .....

DATE: .....

### COURSE PARTICULARS:

Course Title: .....

Institution/Provider: .....

Country: .....

Dates: .....

### Costs Involved:

Ministry: N\$ ..... (Course expenses)

N\$ ..... (S + T)

N\$ ..... (Clothing allowance)

N\$ ..... (Other)

Donor/Sponsor: .....

### COURSE EVALUATION:

Purpose of the Course: .....  
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**Objectives of the course:** .....

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**Benefits Derived from the Course:** .....

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**Shortcoming of the Course Changes Suggested:** .....

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**APPLICABILITY OF THE COURSE:**

To my present work environment: (circle your response)

<b>Very Relevant</b>	<b>Somewhat Relevant</b>	<b>Not Relevant</b>
<b>1</b>	<b>2</b>	<b>3</b>

To Namibian circumstances:

<b>Very Relevant</b>	<b>Somewhat Relevant</b>	<b>Not Relevant</b>
<b>1</b>	<b>2</b>	<b>3</b>

**OTHER SIMILAR COURSES ATTENDED BY THE STAFF MEMBER:**

**What other similar courses have you attended?**

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**How does this course compare with other similar courses?**

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**RECOMMENDATION:**

I recommended the course for future attendance of Ministry personnel: (Circle your response)

**Yes, without reservation**

**Yes, with some reservations**

**No**

Because.....  
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I believe the following Ministry personnel would benefit most from the course:

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.....  
Signed

.....  
Date

**NOTE: Please attach course programme for reference purposes**