Training feedback survey email

Send the main survey within 24 hours of the session ending, while details are fresh, and close it after five to seven days. Send a short follow-up survey 30 to 60 days later to check whether people are using what they learned.

POST-SESSION SURVEY

Subject: 3 minutes: how was [Course Name]?

Hi [First Name],

Thanks for attending [Course Name] on [Session Date]. We'd like your honest view of it. The survey has [Number] questions and takes about 3 minutes: [Survey Link]

Your answers are [anonymous / confidential and only seen by the training team]. [Trainer Name] reads every comment, and we use them to change the course. After the last round, for example, we [specific change, e.g. cut the system demo from 40 to 20 minutes and added more practice calls].

The survey closes on [Close Date].

Thanks,

[Your Name]
[Title], [Company]

30-DAY FOLLOW-UP

Subject: Are you using what you learned in [Course Name]?

Hi [First Name],

It's been about a month since [Course Name]. We want to know what has stuck and what hasn't, so we can improve the course and the support around it.

Four quick questions, about 2 minutes: [Survey Link]

We're asking things like how often you've used [specific skill or tool] and what got in the way. Short answers are fine.

[Your Name]
[Title], [Company]

MANAGER SURVEY

Subject: Has [Course Name] made a difference for your team?

Hi [Manager Name],

[Number] people from your team completed [Course Name] in [Month]. Since you see their work every day, your view of whether it changed anything is the most useful input we get.

The survey takes about 3 minutes: [Survey Link]

We'll share a summary of results across all teams by [Report Date].

Thanks,

[Your Name]
[Title], [Company]

REMINDER

Subject: Last chance: [Course Name] feedback closes [Close Date]

Hi [First Name],

A quick reminder that the feedback survey for [Course Name] closes on [Close Date]. It takes about 3 minutes: [Survey Link]

If you've already filled it in, thank you, and please ignore this note.

[Your Name]
[Company] Training Team

SUBJECT LINE IDEAS

- 3 minutes: how was [Course Name]?
- Your feedback on [Course Name]
- Help us improve [Course Name]
- Quick survey: [Course Name] on [Session Date]
- Are you using what you learned in [Course Name]?
- Last chance: [Course Name] feedback closes [Close Date]
- What should we change about [Course Name]?

SMS / WHATSAPP VERSION

Hi [First Name], thanks for joining [Course Name]. Could you give us 3 minutes of feedback? [Survey Link] It closes [Close Date] and we read every comment. - [Company] Training

Placeholders to replace: [First Name], [Manager Name], [Course Name], [Session Date], [Trainer Name], [Survey Link], [Close Date], [Report Date], [Month], [Number], [Your Name], [Title], [Company]