

SERIES TRAINING WORKSHOP EVALUATION FORM**Institution:****Presenter:****Dates of workshop:**

Your evaluation of this workshop is very important to the presenter and to the PCC. Your honest, candid answers to the following question will assist in providing better training programs. Please check the box which most closely represents your response.

1. The content of the workshop:

	5	4	3	2	1	
a. Was extremely valuable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	of little value
b. provided enough detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	too general
c. was cohesive & logical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	fragmented/difficult to follow
d. was appropriate to my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	not at all appropriate to my needs
e. met its stated objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	did not meet objectives

Comments:**2. The presenter:**

	5	4	3	2	1	
f. Was knowledgeable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	was unsure of the material
g. had good presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	had poor presentation skills
h. encouraged participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	discouraged participation
i. addressed my level of understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	did not consider my level of understanding
j. answered questions well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	did not answer questions well
k. Was prepared	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	was not prepared
l. understood audience dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ignored audience dynamics

Comments:**3. The training materials (binders):**

	5	4	3	2	1	
m. are excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	are poor
n. followed course content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	are disjointed/out of sequence
o. are valuable for future use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	are of no value

Comments:

4. The presentation materials (slides, overheads, Powerpoint, etc.) were:

	5	4	3	2	1	
p. high quality						poor quality
q. helpful to me						unnecessary
r. concise & logical						difficult to understand
s. easy to read						difficult to read

Comments:

5. Overall, the NACO workshop:

	5	4	3	2	1	
t. pace was excellent						pace was not appropriate
u. was too long						was too short
v. was well organized						was not well organized
w. exceeded my expectations						was disappointing
x. increased my the knowledge on the topics presented						added nothing to my knowledge on the topics presented
y. was a good value						was too expensive
z. was excellent overall						was poor overall

Comments:

6. Were the exercise sessions useful?

7. How would you improve the workshop?

8. What other PCC workshops would you find useful or want to attend?

**Thank you for completing this form! Please return to: NACO Coordinator,
Cooperative Cataloging Team LM537, Library of Congress, Washington, DC 20540-4382**