

SAMPLE PARTICIPANT EVALUATION FORM

Check One:

Yes No

- ___ ___ 1. Was it your choice to attend this workshop?
- ___ ___ 2. Did you listen attentively to the information presented? If you responded NO to this question, explain: _____

- ___ ___ 3. Did you arrive on time and return from breaks punctually? If you responded NO to this question, explain: _____

- ___ ___ 4. Did you participate willingly in the workshop activities? If you responded NO to this question, explain: _____

- ___ ___ 5. Did you have an acceptable attitude that facilitated learning? If NO, explain: _____

- ___ ___ 6. Did the workshop leader allow time for questions? If you answered NO; did you ask the leader questions? _____

- ___ ___ 7. Did the workshop leader explain and clarify his/her information? If NO, did you ask the leader to clarify or explain further? _____

- ___ ___ 8. Did the workshop leader speak clearly and distinctly? If NO, explain: _____

- ___ ___ 9. Did the workshop leader keep the training session moving and on course? If NO, explain: _____

Yes **No**

____ ____ 10. Did the instructor demonstrate a thorough knowledge of the topic?
If NO, give examples: _____

____ ____ 11. Was the following objective covered in this workshop: Objective
(1) _____ If NO,
explain: _____

____ ____ 12. Was the following objective covered in this workshop: Objective
(2) _____ If NO,
explain: _____

____ ____ 13. Was the following objective covered in this workshop: Objective
(3) _____ If NO,
explain: _____

____ ____ 14. Was the following objective covered in this workshop: Objective
(4) _____ If NO,
explain: _____

____ ____ 15. Was the workshop content clearly organized and well prepared? If
NO, explain: _____

____ ____ 16. Were the facilities adequate? If NO, explain: _____

17. Rate this workshop: Please circle one.
 Poor Fair Good Very Good Excellent

18. Please add general comments. _____

SAMPLE EVALUATION BY TRAINER

Check One:

Yes No

- | | | | |
|-----|-----|----|--|
| ___ | ___ | 1. | Did the participants listen attentively? If NO, explain: _____

_____ |
| ___ | ___ | 2. | Did participants arrive and return from breaks on time? If NO, detail: _____

_____ |
| ___ | ___ | 3. | Did participants participate willingly in workshop activities? If NO, give examples: _____

_____ |
| ___ | ___ | 4. | Did participants have an acceptable attitude to facilitate learning? If NO, explain: _____

_____ |
| ___ | ___ | 5. | Were participants willing to ask questions and give feedback? If NO, give details: _____

_____ |
| ___ | ___ | 6. | Did you allow time for questions and feedback? If NO, explain: _____

_____ |
| ___ | ___ | 7. | Do you feel you explained and clarified your information thoroughly? If NO, explain: _____

_____ |
| ___ | ___ | 8. | Do you feel you kept the workshop moving and on course? If NO, explain: _____

_____ |
| ___ | ___ | 9. | Do you feel you demonstrated a thorough knowledge of the topic? If NO, explain: _____

_____ |

Yes No

- ___ ___ 10. Do you feel you spoke clearly and distinctly? If NO, explain: _____

- ___ ___ 11. Did you state workshop objectives? If NO, explain: _____

- ___ ___ 12. Do you believe you fulfilled each objective? If NO, state the objective(s)
not fulfilled and explain why: _____

- ___ ___ 13. Do you feel the course content was organized and well-prepared? If NO,
explain: _____

- ___ ___ 14. Were the facilities adequate? If NO, explain: _____

15. Please add general comments. _____

FOLLOW-UP EVALUATION

This is what worked:

This is what happened when I tried it:

This is what did not work:

This is what happened when I tried it:

This is what would have been helpful in the training session:

Name _____

Training Session _____

TRAINING FOLLOW-UP SURVEY

Course Title _____

Dates Attended _____

Course Objective(s) _____

[Section above to be completed by trainer]

A. At the end of this course, to what degree did you feel that you achieved the objective(s) stated above?

<i>Very Little</i>		<i>Moderately</i>		<i>Very Much</i>
1	2	3	4	5

B. Since completing this course, how often have you used the skills you learned in class on your job assignments?

<i>Rarely/ Never</i>		<i>Occasionally (Monthly)</i>		<i>Frequently (Daily)</i>
1	2	3	4	5

C. As a result of this course, how much improvement have you experienced in completing your job assignments?

<i>Little/No Improvement</i>		<i>Some Improvement</i>		<i>Major Improvement</i>
1	2	3	4	5

D. Describe at least three typical ways that you have used the skills you learned in class and how your job performance has improved as a result.

E. Place a check next to each reason below that might explain why you have applied the skills you learned to your job assignments:

- My supervisor discussed with me how my new skills would be used on my job assignments.
- My supervisor required me to use the new skills.
- I received help from others in my work site.
- I was given necessary time and/or tools to apply the skills.
- I received training at the right time to provide me with the skills when I needed them on the job.
- The skills I learned applied directly to my job assignment.
- Other: Please list other factors that helped you apply these skills to your job assignments.

F. Place a check next to each reason below that could explain why you have not been successful in applying skills learned to your job assignments.

- My supervisor did not require me to use the skills.
- My supervisor did not agree with the skills I learned.
- My supervisor was not aware of what skills I learned.
- I was not given time/tools to implement the skills on the job.
- There was no one to help me implement the skills in my work site.
- The skills did not seem to apply to my job assignment.
- My job assignment changed so these skills did not apply.
- The training was not timed right for my job assignment.
- Other: Please describe other reasons you did not apply the skills to your job assignments.

[*TITLE OF SESSION*]

PARTICIPANT EVALUATION

Participant evaluations are vital to improve the [*title of training session or program*] and Resources Book. Your input and assessment of the program faculty, Resources Book, and resource materials will help enhance the quality of this Program in the future.

Please take time to complete each of the topics on this participant evaluation. For modules in which there are *two* instructors, please utilize the enclosed forms to assess them *separately*. There is space provided for additional comments; if you need more space for your comments, please use the back of the evaluation form.

When written evaluations are completed, you will have the opportunity to further address your assessment of this program in a facilitated group discussion. We appreciate your input, and thank you for your investment in this Program's success.

SAMPLE PROGRAM AND SITE LOGISTICS EVALUATION

1. The advance information provided to participants about the [title of] Program and logistics was clear, easy to understand, and received in a timely manner.

Strongly Disagree *Strongly Agree*

1 2 3 4 5 6 7 8 9 10

2. The Program staff were readily available, courteous, and able to answer any inquiries in advance of the Program.

Strongly Disagree *Strongly Agree*

1 2 3 4 5 6 7 8 9 10

3. The Program staff on-site were readily available, courteous, and able to answer my questions.

Strongly Disagree *Strongly Agree*

1 2 3 4 5 6 7 8 9 10

4. The training room was comfortable and arranged in a format that enhanced my ability to learn.

Strongly Disagree *Strongly Agree*

1 2 3 4 5 6 7 8 9 10

Additional comments about the Program and site logistics:

SAMPLE SESSION EVALUATION

1. The material was presented clearly and logically.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

2. The goals and objectives of this module were clearly stated and fulfilled.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

3. The presenter demonstrated an expert and practical knowledge of the subject.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

4. The presenter answered participant questions effectively.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

5. Participant discussion and interactions were encouraged and facilitated effectively.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

6. My practical knowledge of this subject increased as a result of this presentation.

Strongly Disagree

1 2 3 4 5 6 7 8 9 10

Strongly Agree

Additional comments about this presenter:

Additional comments about this presentation:
