Workshop Participant Evaluation

Name of workshop: ________________________________________________
Day, month, year: ________________________________________________
City, country: __________________________________________________

Your feedback is very important to us. It is extremely helpful for us in our work to further develop and improve the training workshop.

Please take a few minutes to answer the questions below, and deposit the completed evaluation sheet in the evaluation box.

Date: ________________ Name (optional): ________________________________
Country: __________________________

1. How likely is it that you can put the lessons learned during this training workshop into practice? (circle one)
   Very likely       Likely       Somewhat likely     Not likely

2. List three key knowledge / skills / attitudes you have learned that you could put to practice when you go back to your organisation.
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

3. The workshop material was relevant and informative. (circle one)
   Strongly agree       Agree       Disagree       Strongly disagree

4. How useful were the pre-readings and handouts. (circle one)
   Extremely useful       Useful       Somewhat useful     Not useful at all

5. How useful were the case studies? (circle one)
   Extremely useful       Useful       Somewhat useful     Not useful at all
6. How would you rate the balance between presentations, discussions and exercises? (circle one)

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
</table>

7. How would you rate the time allocated for knowledge presentations? (circle one)

<table>
<thead>
<tr>
<th>Sufficient</th>
<th>Somewhat sufficient</th>
<th>Somewhat insufficient</th>
<th>Insufficient</th>
</tr>
</thead>
</table>

8. How would you rate the time allocated for group discussion, questions and answers? (circle one)

<table>
<thead>
<tr>
<th>Sufficient</th>
<th>Somewhat sufficient</th>
<th>Somewhat insufficient</th>
<th>Insufficient</th>
</tr>
</thead>
</table>

9. How would you rate the time allocated for group work? (circle one)

<table>
<thead>
<tr>
<th>Sufficient</th>
<th>Somewhat sufficient</th>
<th>Somewhat insufficient</th>
<th>Insufficient</th>
</tr>
</thead>
</table>

10. The general organisation promoted a good learning experience. (circle one)

<table>
<thead>
<tr>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
</table>

11. I would recommend this training to my colleagues. (circle one)

<table>
<thead>
<tr>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
</table>

12. If you feel that something that should have been covered was not, please indicate below.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

13. What would you shorten / eliminate from the current programme, if anything?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

14. Please write any comments you may have on how this training could be improved in the future [please continue on other paper, if necessary]
15. Please give any feedback you may have on specific sessions. [You can think in terms of the following criteria: relevance, facilitation, discussions, handling questions, session content, session organisation, presentations, visual aids and tools used, learning environment, allocation of time and pace of the session]

Session 1: Welcome, workshop expectations and overview

Session 2: Smoke-free in action

Session 3: Countering opposition

Session 4: Strategic planning: Assessment of current situation: activities, SWOT analysis, stakeholders and other factors

Session 5: Strategic planning: Legislation analysis and development

Session 6: Strategic planning: Information and communication
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Session 7: Strategic planning: Enforcement


Session 8: Strategic planning: Evaluation and monitoring


Session 9: Consolidation and wrap-up


16. Additional comments (please continue on other paper, if necessary)


17. The hotel accommodation, meals, transport arrangements and conference facilities were good. (circle one and write any comments you may have)

Strongly agree  Agree  Disagree  Strongly disagree

18. My expectations were met. (circle one) (circle one and write any comments you may have)

Strongly agree  Agree  Disagree  Strongly disagree

19. How would you rate the training workshop overall? (circle one)

Excellent  Good  Fair  Poor

THANK YOU FOR YOUR TIME!