

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



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6. How would you rate the balance between presentations, discussions and exercises? (circle one)

Excellent

Good

Fair

Poor

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

Sufficient

Somewhat sufficient

Somewhat insufficient

Insufficient

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

Sufficient

Somewhat sufficient

Somewhat insufficient

Insufficient

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

Sufficient

Somewhat sufficient

Somewhat insufficient

Insufficient

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

Strongly agree

Agree

Disagree

Strongly disagree

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

Strongly agree

Agree

Disagree

Strongly disagree

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)

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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!