EVALUATION: SHORT-TERM TRAINING (WORKSHOP) FEEDBACK FORM

*Please provide us with feedback about the workshop. This information will be used to improve and select future events.*

Short-term Training Title:

Of the following considerations, please select up to **three** (3) that were most important to your decision to attend this short-term training.

* 1. Person facilitating the training
	2. Cost (training fee)
	3. Date and time of the training
	4. Training topic
	5. Length of the training
	6. Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Please indicate the extent to which you agree or disagree with the following statements (mark N/A if the statement is not applicable).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly Disagree |  | Neither Agree nor Disagree |  | Strongly Agree | N/A |
| 1. The trainer(s) were well organized.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The trainer(s) made good use of the time allotted.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The trainer(s) seemed knowledgeable about the topic.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The trainer(s)’ presentation style was effective in helping me learn.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The teaching/training methods used were appropriate for the audience.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The materials provided will be useful to me.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. I enjoyed the training.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. I understood the concepts as presented in the workshop.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The workshop improved my understanding of the topic.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The workshop improved my ability to utilize skills related to the topic.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. The knowledge and skills I learned will be useful to me in my job.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. I would recommend this workshop to others.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |
| 1. I would attend other workshops offered by SIIL.
 | ① | ② | ③ | ④ | ⑤ | ⓪ |

1. What specific feedback would you like to share about this workshop/short-term training?
2. What other workshop topics would you like to see offered by SIIL?