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: ____________________________
   ____________________________
   ____________________________
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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:**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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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: ____________________________
   ________________________________________________________________
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:
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?

<table>
<thead>
<tr>
<th></th>
<th>Very Little</th>
<th>Moderately</th>
<th>Very Much</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Rarely/ Never</th>
<th>Occasionally (Monthly)</th>
<th>Frequently (Daily)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th></th>
<th>Little/ No Improvement</th>
<th>Some Improvement</th>
<th>Major Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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] [1 2 3 4 5 6 7 8 9 10] [Strongly Agree]

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

   [Strongly Disagree] [1 2 3 4 5 6 7 8 9 10] [Strongly Agree]

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

   [Strongly Disagree] [1 2 3 4 5 6 7 8 9 10] [Strongly Agree]

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

   [Strongly Disagree] [1 2 3 4 5 6 7 8 9 10] [Strongly Agree]

Additional comments about the Program and site logistics:

______________________________________________________________________________
______________________________________________________________________________
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APPENDIX C.5

C.5 – 2

NVAA: THE ULTIMATE EDUCATOR
SAMPLE SESSION EVALUATION

1. The material was presented clearly and logically.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
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</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
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<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
</tr>
</tbody>
</table>

4. The presenter answered participant questions effectively.

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
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</table>

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

<table>
<thead>
<tr>
<th>Strongly Disagree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6 7 8 9 10</td>
<td></td>
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</tbody>
</table>

Additional comments about this presenter:

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______________________________________________________________________________
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Additional comments about this presentation:

______________________________________________________________________________
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