

APPENDIX 2:

Model of workshop evaluation form

Instructions to the organizers

It is a good idea to evaluate the logistics and organization of the event where the modules are presented as well as evaluate the participants' perception of the workshop. Did they like it? Was the material presented relevant to their work? This type of feedback will provide the organizers with information for the improvement of future events.

Presented below is an example of the type of questions that trainees could be asked. It is recommended that such a form be:

- Distributed amongst participants on the last day of the training event and returned immediately

OR

- Sent by mail/email for the trainees to complete and return by a given date

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Example of workshop evaluation form

Example questions

1. What is your overall assessment of the event? (1 = insufficient, 5 = excellent)

1 2 3 4 5

2. Which topics or aspects of the workshop did you find most interesting or useful?

- _____
- _____
- _____
- _____

3. Did the workshop achieve the programme objectives?

Yes No

If no, why?

4. Knowledge and information gained from participation at this event?

Met your expectations	Yes	Somewhat	No
Will be useful/applicable in my work	Definitely	Somewhat	Not at all

5. How do you think the workshop could have been made more effective?

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_25172

