

Training

<name>

organised by

<.....>

<place>, <date>

EVALUATION FORM

1. Content and methodology

Please reflect for a few moments on each of the seminar topics listed below and then rate each topic on a scale from 1 to 5 - under each of the adjacent headings ►

	1 (Poor content) ... 3 (Average content) 5 (Excellent content)	1 (Poor delivery) 3 (Average delivery) 5 (Excellent delivery)	1 (Not relevant) ... 3 (Fairly relevant) 5 (Highly relevant)	TIMING Was the time allocated to this topic: "L" = too little "R" = just right "M" = too much Please circle your choice.		
	<u>Content of the session</u>	<u>Method of delivery</u>	<u>Relevance to your job now & in the future?</u>			
1. Programme Point. <i>Trainer / Speaker</i>				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M
				L	R	M

Apart from the above evaluation of the individual sessions, how would you rate your experience of

11. Overall evaluation of the Seminar				L	R	M
12. Time allowed for discussions				L	R	M

13. Are there any other topics which should have been covered in this seminar?

14. Other remarks or recommendations

2. Organisation and service

Please reflect for a few moments on each of the questions listed below
and then rate each question on a scale from 1 to 5: 1 (Poor) ...3 (Average) ...5 (Excellent)

1. Was the organisation of the seminar efficient?	
2. How was the catering (lunches, dinner, coffee breaks...)?	
3. How were the seminar facilities (room, interpretation, audio and visual equipment, etc.)?	
4. How do you rate the interpretation services? (if relevant)	

5. Other remarks or recommendations (incl. topics for future ReSPA training activities)
