

M. WORKSHOP EVALUATION FORM

Building capacity
Strengthening advocacy
Fostering governance

Public-Private Dialogue

WORKSHOP EVALUATION FORM

Workshop: [name of the PPD initiative]	Place/Institution:
Time:	Facilitator:

To help us improve quality in providing training that could meet your needs, please spend a few minutes to answer the questions on this form by circling the appropriate number.

Poor ←————→ Excellent

1 2 3 4 5

I. Workshop content

How does the workshop meet your needs and learning objectives?	1	2	3	4	5
In your opinions, how practical is the workshop content?	1	2	3	4	5

What part(s) of the workshop is especially useful to you?

1) 2)

3) 4)

What part(s) of the workshop is least useful to you?

1) 2)

3) 4)

What other topic(s) would you like to see included in the workshop?

1) 2)

3) 4)

General comments on workshop content:

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II. Facilitator's quality

Knowledge of the topic	1	2	3	4	5
Practical experience	1	2	3	4	5
Presentation skills	1	2	3	4	5
Workshop management skills	1	2	3	4	5

General comments on facilitator:

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III. Workshop Organization

Time	1	2	3	4	5
Venue	1	2	3	4	5
Room layout	1	2	3	4	5
Workshop materials & pre-workshop information	1	2	3	4	5
Refreshment	1	2	3	4	5

General comments on workshop organization:

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IV. Overall evaluation

Your general rating of the workshop	1	2	3	4	5
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Other comments:

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Thank you for your cooperation!

PPD workshop – Training Evaluation Form page1
PPD workshop – Training Evaluation Form page2