

Summary of feedback on educational event for organisers/facilitators

Name of organiser(s):

Title of event:

Date:

A. Summarise the ratings of participants at this event.

eg. If 6 participants gave the statement *'The event had clear objectives'* a rating of 4, put '6' in the box under 4 for this statement.

The event had clear objectives	5	4	3	2	1	The event had very vague/no objectives
The objectives were fully met	5	4	3	2	1	The objectives were not met at all
The event met all my expectations	5	4	3	2	1	The event met none of my expectations
There was the right amount of presentation by the facilitator(s)	5	4	3	2	1	There was much too much/little presentation by the facilitator(s)
There was the right amount of pair or group work	5	4	3	2	1	There was much too much/little pair or group work
I had ample opportunity to ask questions	5	4	3	2	1	I had no opportunity to ask questions
Questions were dealt with fully and helpfully	5	4	3	2	1	Questions were dismissed or the answers were unhelpful
I feel I learned a lot	5	4	3	2	1	I feel I learned very little
The venue was spacious and comfortable	5	4	3	2	1	The venue was cramped and uncomfortable
The catering/hospitality was excellent	5	4	3	2	1	The catering/hospitality was very poor

B. What do you consider to have been the strengths of this event?

C. What do you think you can improve in future events?

D. How will you bring about this/these improvement(s)?