

Workshop Evaluation

Apostolopoulos (12) provides 99 questions for compiling an evaluation of a workshop, listed below.

How would you rate the preparation of the workshop?

Were the training goals and objectives clearly stated before you started the course?

Were the course's title and description easy to understand?

How would you improve the preparatory phase?

Course structure

How would you rate the course's sequence and flow?

Did you feel equally engaged in each course section?

Were there clear separations between the course chapters and modules?

Content

Was the quality of the content consistent throughout the course?

Was there enough variety in terms of course module types?

Was the language easy to understand?

How engaging would you say the overall content was?

Was the reading material presented in an interesting way?

Was the course content too challenging for the average learner?

Was the content detailed enough?

How would you rate the overall course content?

Did you notice any unnecessary repetition in the content?

Did you, at any point, have to re-read the content to understand it?

Which sections do you consider were lacking? In what way were they lacking?

Was the course easy to follow?

Delivery

How would you rate the overall course delivery?

How would you rate the participatory methods used during the course?

Duration

How would you rate the total course duration?

Trainer

How would you rate your trainer's expertise?

How would you rate your trainer's communication skills?

How would you rate your trainer's delivery skills?

Did you feel comfortable in expressing your problems to the trainer?

How would you rate the trainer?

How would you rate the course's overall design?

Statements that can be included in an evaluation form are listed below. These responses are given on a scale of, e.g. 1–5, where 1 = 20%, 2 = 40%, 3 = 60%, 4 = 80% and 5 = 100%.

The training met the stated objectives.

The training will help me in my role.

The training covered what I expected it to.

The training was enjoyable.

The training was well organized.

The trainers' knowledge was good.

Questions were fully answered.

Discussion played an important part in the workshop.

The techniques and approaches used were effective.

The course materials were effective.

Comment on:

What do you intend to do as a result of this workshop?

What's your overall impression of the training?

If you had to pass on three key learning points to your colleagues at home, what would they be?

Would you recommend this training? Why or why not?
