Step 5: Construct the Evaluation

Some evaluation templates other groups have found helpful are provided below; adjust as needed to suit your specific situation.

Session Evaluation – Sample #1

**Evaluation Feedback [Insert Session Name] – [Insert Date]**

1. In your opinion, to what extent did we achieve the goals of the session? (Circle a number)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1**  **Poor** | **2** | **3** | **4** | **5**  **Excellent** |
| Goal #1: | 1 | 2 | 3 | 4 | 5 |
| Goal #2: | 1 | 2 | 3 | 4 | 5 |

1. What I found most useful about the session:
2. My words of advice for future sessions (if any are planned):
3. Something I wanted to say but didn’t:
4. Other comments?

**Thanks for your participation! Your comments will be collated.**

Session Evaluation – Sample #2

**Feedback on [Insert Session Name] – [Insert Date]**

* 1. What did you want most out of this program when you signed up?

Did you get what you wanted? Yes \_\_\_ No\_\_\_

Please explain:

* 1. Overall, how well did you like the program? (Circle a number.)

1 2 3 4 5

Not at All Very Much

Please explain why you chose that number:

* 1. What will you do to apply your learning in your work?
  2. Would you recommend this program to a colleague? Yes \_\_\_ No \_\_\_

Why/Why not?

* 1. One message to the organizers:
  2. Other comments?

*Thanks!*