## Sample evaluation form

**How likely are you to recommend this event to other colleagues? (0 = would not recommend, 10 = would definitely recommend)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Image result for neutral face | | | | | | Image result for neutral face | | Image result for neutral face | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  |  |  |  |  |  |  |  |  |

**Please explain your reasons for giving this score**

|  |
| --- |
|  |

**How do you rate the overall quality of the content today?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** |
|  |  |  |  |  |

**How do you rate the facilitator?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** |
|  |  |  |  |  |

**How well did today meet your objectives in attending?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Partly** | **Quite effective** | **Effective** | **Excellent** |
|  |  |  |  |  |

**What actions will you take from what you learned and discussed today?**

|  |
| --- |
|  |

**How would you rate the following?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** |
| The venue |  |  |  |  |  |
| Catering |  |  |  |  |  |
| Event Administration |  |  |  |  |  |

**Any comments about the arrangements today?**

|  |
| --- |
|  |

**Are there any other resources or topics you would like included in future workshops?**

|  |
| --- |
|  |

**In one sentence, how would you sum up your experience today?**

|  |
| --- |
|  |