

Face-to-face Training Session – Evaluation

A template for participant evaluations of the workshop to be adapted for your needs. If possible, an online survey tool can facilitate anonymous responses. Be aware that there may be a trade-off in terms of responsiveness.

M&E for Research Capacity Building Workshop Session Evaluation

Session name
and date:

Please mark the number that best corresponds to your level of satisfaction.

TRAINING CONTENT AND FACILITATION

	1 Very Unsatisfied	2 Unsatisfied	3 Neither satisfied nor unsatisfied	4 Satisfied	5 Very satisfied	Comments
Class preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Clarity of presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Practical exercises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Framework development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Learning materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Balance between theory and practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Any additional comments or suggestions?

Please mark the number that best corresponds to your level of satisfaction.

TRAINING ORGANISATION

	1 Very Unsatisfied	2 Unsatisfied	3 Neither satisfied nor unsatisfied	4 Satisfied	5 Very satisfied	Comments
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Facilities / Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Catering (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Travel management (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Accommodation (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Any additional comments or suggestions?