**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** |  |  |  |  |  |  |
| **Clarity of presentations** |  |  |  |  |  |  |
| **Practical exercises** |  |  |  |  |  |  |
| **Framework development** |  |  |  |  |  |  |
| **Learning materials** |  |  |  |  |  |  |
| **Balance between theory and practice** |  |  |  |  |  |  |
| ***Any additional comments or suggestions?*** |  | | | | | |
| **TRAINING ORGANISATION** | | | | | | |
|  | **1** Very Unsatisfied | **2** Unsatisfied | **3**  Neither satisfied nor unsatisfied | **4** Satisfied | **5** Very satisfied | **Comments** |
| **Communications** |  |  |  |  |  |  |
| **Facilities / Classrooms** |  |  |  |  |  |  |
| **Catering** (if applicable) |  |  |  |  |  |  |
| **Travel management** (if applicable) |  |  |  |  |  |  |
| **Accommodation** (if applicable) |  |  |  |  |  |  |
| ***Any additional comments or suggestions?*** |  | | | | | |