**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?*** |  |