APPENDIX 2:
Model of workshop evaluation form

Instructions to the organizers

It is a good idea to evaluate the logistics and organization of the event where the modules are presented as well as evaluate the participants' perception of the workshop. Did they like it? Was the material presented relevant to their work? This type of feedback will provide the organizers with information for the improvement of future events.

Presented below is an example of the type of questions that trainees could be asked. It is recommended that such a form be:

☐ Distributed amongst participants on the last day of the training event and returned immediately

OR

☐ Sent by mail/email for the trainees to complete and return by a given date
Example of workshop evaluation form

Example questions

1. What is your overall assessment of the event? (1 = insufficient, 5 = excellent)
   
   1  2  3  4  5  

2. Which topics or aspects of the workshop did you find most interesting or useful?
   
   •
   •
   •
   •
   •

3. Did the workshop achieve the programme objectives?
   
   Yes   No

   If no, why?
   
   
   

4. Knowledge and information gained from participation at this event?

   Met your expectations
   
   Yes   Somewhat   No

   Will be useful/applicable in my work
   
   Definitely   Somewhat   Not at all

5. How do you think the workshop could have been made more effective?
   
   
   

6. Please comment on the organization of the event (1 = insufficient; 5 = excellent)
   
   1  2  3  4  5  

7. Comments and suggestions (including activities or initiatives you think would be useful for the future)
   
   
   

THANK YOU!

Instructions for the use of the WHO training package for the health sector