



**PROFESSIONAL DEVELOPMENT PROGRAM**  
**Sample Participant Survey for Presentations**

Date: \_\_\_\_\_  
Presenter: \_\_\_\_\_  
Topic: \_\_\_\_\_

A. The main reasons I attended this presentation were (check as many as apply);

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|---|--|
| <input type="checkbox"/> Personal interest in topic           | <input type="checkbox"/> I need flex credit                |
| <input type="checkbox"/> Professional interest in topic       | <input type="checkbox"/> The topic sounded fund            |
| <input type="checkbox"/> Presenter is a colleague             | <input type="checkbox"/> I wanted a break from other tasks |
| <input type="checkbox"/> I like to learn new things           | <input type="checkbox"/> Other _____                       |
| <input type="checkbox"/> I thought it might help me do my job | _____  |

B. Please answer using a scale of 1 to 5, where 1=strongly agree, 2=agree, 3=neutral, 4=disagree, 5=strongly disagree.

- |   |                                   |                                   |                                   |                                   |                                   |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <b>1. This presentation gave me useful information</b>      | <b>1</b> <input type="checkbox"/> | <b>2</b> <input type="checkbox"/> | <b>3</b> <input type="checkbox"/> | <b>4</b> <input type="checkbox"/> | <b>5</b> <input type="checkbox"/> |
| <b>2. This presentation was interesting to me</b>           | <b>1</b> <input type="checkbox"/> | <b>2</b> <input type="checkbox"/> | <b>3</b> <input type="checkbox"/> | <b>4</b> <input type="checkbox"/> | <b>5</b> <input type="checkbox"/> |
| <b>3. This presentation will help me do my job</b>          | <b>1</b> <input type="checkbox"/> | <b>2</b> <input type="checkbox"/> | <b>3</b> <input type="checkbox"/> | <b>4</b> <input type="checkbox"/> | <b>5</b> <input type="checkbox"/> |
| <b>4. The presenter was clear and understandable</b>        | <b>1</b> <input type="checkbox"/> | <b>2</b> <input type="checkbox"/> | <b>3</b> <input type="checkbox"/> | <b>4</b> <input type="checkbox"/> | <b>5</b> <input type="checkbox"/> |
| <b>5. The presenter was well informed and knowledgeable</b> | <b>1</b> <input type="checkbox"/> | <b>2</b> <input type="checkbox"/> | <b>3</b> <input type="checkbox"/> | <b>4</b> <input type="checkbox"/> | <b>5</b> <input type="checkbox"/> |

C. Please use this space to provide useful information for the presenter and/or for the Professional Development Program at Hartnell:

**1. (To the presenter) Commendations and recommendations:**

**2. (For the Professional Development Program) I would like more training/information/presentations on:**

Signed (optional): \_\_\_\_\_



**PROFESSIONAL DEVELOPMENT PROGRAM**  
**Written Evaluation of Funded Presentation/Speaker/Workshop**

Date of event: \_\_\_\_\_  
Speaker/Workshop/Presenter: \_\_\_\_\_  
Topic: \_\_\_\_\_

Your name: \_\_\_\_\_  
Date: \_\_\_\_\_

After each presentation, workshop, or activity funded by the Professional Development Program, a written evaluation must be completed that addresses the objectives identified in the application for funds. The evaluation should address at least the following topics.

1. Which of the following Strategic Goals were addressed by the funded activity (check as many as apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Student Success                    | <input type="checkbox"/> Effective Utilization of Resources                             |
| <input type="checkbox"/> Student Access                     | <input type="checkbox"/> Innovation and Relevance for Educational Programs and Services |
| <input type="checkbox"/> Employee Diversity and Development | <input type="checkbox"/> Partnerships with Industry, Business, Agencies, and Education  |

2. How many people attended the event/activity, and what groups benefitted from it (Attach sign-in sheets, if available)

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3. What factors influenced the size and composition of your audience (e.g., time of day, location) (also attach examples of advertising you did about this event)

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4. How did the participants/audience feel about the presentation or activity (Attach synopsis of surveys conducted)

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5. Describe how the project/activity did or did not achieve its objectives: \_\_\_\_\_

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6. What are the next steps: Should we repeat this activity? Should we invite this speaker or program to return? Should we have another presentation on this topic by this speaker? By a different speaker? Should we have a presentation on the next level of this topic?

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Signed: \_\_\_\_\_