



Tips on Creating Feedback Form



- **Make it user-friendly**
 - Pre-fill out workshop name, date, location, etc...
- **Keep it short**
 - 1-2 pages and 5-10 minutes to complete
- **Use “closed-ended” (specific responses) questions**
 - How did you hear about the workshop? A. Flyer B. Newspaper C. Website
- **Include a few “open-ended” (unstructured responses) questions**
 - What will you do next with the information received from this workshop?
- **Tie feedback questions to goal(s)/objective(s) of workshop**
 - How well do you understand IEP Process? A. Greatly B. Somewhat...
- **Include feedback questions about gain of knowledge and skills**
 - Did this workshop increase your knowledge of _____? Yes or No
 - Did this workshop increase your skills of _____? Yes or No
- **Assess methods of advertising to see what works best for population and future planning**
 - How did you hear about the workshop? A. Flyer B. Newspaper C. Website
- **Assess needs of participates**
 - What topics, what date of week, and what time of day, etc.
- **Use variety of data sources to determine workshop topic**
 - Outcome data, survey, interview, focus groups
- **Complete feedback form as part of the training time**
 - Give out certificates, etc. after the feedback form is complete
- **Compile feedback results & share with participates & stakeholders**
 - Summarize results and share via website, newsletter, future workshops, etc.

***Things to consider...

- 1) Format for Feedback Form – paper & pencil, electronic, survey monkey...
- 2) Have someone preview your feedback form for unbiased opinion