

(EXAMPLE ONLY)

<insert your logo/crest/emblem/ letterhead here, if applicable>

**Participant Evaluation form**

**Meeting name:** \_\_\_\_\_

**Date held:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Part A: Program Evaluation**

<b>Please rate the following aspects of this presentation:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly Agree</b>
The activity enabled me to review and update skills in topics presented	1	2	3	4
The activity was both informative and engaging	1	2	3	4
The activity outcomes were clearly stated	1	2	3	4
The activity outcomes were adequately met	1	2	3	4
The activity provided opportunities to seek clarification/feedback	1	2	3	4
The activity provided an opportunity for interaction	1	2	3	4
The facilitator provided a satisfactory environment for learning	1	2	3	4
The activity provided useful learning materials (including worksheets and handouts)	1	2	3	4

- 1. What was the most useful aspect of this activity?**
- 2. What aspect(s) of this activity could be improved?**
- 3. Would you recommend this activity to others?** ☐ **Yes** ☐ **No**

**Further comment:**

**Part B: Evaluation of Educational Experience**

- a) What did you hope to learn through attendance at this activity?**
- b) Please rate to what degree your learning needs were met at this activity:**  
☐ **Not met** ☐ **Partially met** ☐ **Entirely met**
- c) What would you consider changing or improving as a result of attendance at this activity?**
- d) Would you consider further education in this area?**