

# Feedback Form

## Training / Workshop / User group

### Purpose

This form was designed to help us collect feedback from you as an attendee to a training session, a workshop or a user group meeting. Your opinion is important to us and will be used to increase our service level and make our next event more effective and more enjoyable for participants. We thank you in advance for the time and effort you are investing in filling out this form.

### Identification of the event

Your name \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Event \_\_\_\_\_

Presenter \_\_\_\_\_

### Rating scale for performance

1	Extremely poor	6	Satisfactory
2	Very poor	7	Good
3	Poor	8	Very good
4	Below average	9	Great
5	Average	10	Excellent

### Assessment of content (please tick appropriate rating)

- 1 General impression about the content of the event
- 2 How well did the content address your expectations?
- 3 How satisfactory was the structure of the content?
- 4 How do you rate the amount of content presented?
- 5 How do you rate the quality of content presented?
- 6 How relevant was the content to your job?
- 7 How clear was the presentation of theory?
- 8 How relevant were the practical sections?
- 9 Other comments about the event's content

1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
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1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

### Assessment of the format (please tick appropriate rating)

- 10 How satisfied are you with the format of the event?
- 11 How satisfied are you with the visuals used?
- 12 How do you rate the handouts?
- 13 Was the format interactive enough for you?
- 14 Was the info given in preparation of the event sufficient and adequate?
- 15 Was the location chosen for the event adequate?

1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10
1	2	3	4	5	6	7	8	9	10

**Assessment of the presenter / trainer (please tick appropriate rating)**

16	The presenter's ability to explain clearly was...	1	2	3	4	5	6	7	8	9	10
17	How flexible was the presenter to match your needs?	1	2	3	4	5	6	7	8	9	10
18	The presenter's knowledge of the subject matter...	1	2	3	4	5	6	7	8	9	10
19	How do you rate the presenter's ability to understand participants' questions and remarks?	1	2	3	4	5	6	7	8	9	10
20	How responsive was the trainer when prompted by participants to explain something or to help them?	1	2	3	4	5	6	7	8	9	10
21	How good was the presenter in practical demos of the subject matter?	1	2	3	4	5	6	7	8	9	10
22	How did the presenter take feedback from attendees?	1	2	3	4	5	6	7	8	9	10

**Other comments**

22	Would you recommend this event to other people? (please mark, tick or circle where appropriate)	No	Probably not	Maybe	Probably yes	Yes
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23 How can the event be improved in your opinion?

24 What future training needs do you expect to have?

25 Suggestions of follow-on events / actions to set-up

**Thank you for your feedback!**