

'Meetings and How They Work' - Workshop Evaluation

Name:			Date:		
Q1. How well did the workshop meet its aim? <i>(Please circle)</i>					
Very poor 1	2	3	4	5	Very Good 6
Comments					
Q2. How well did the workshop represent value for your time?					
1	2	3	4	5	6
Comments					
Q3. How do you rate the quality of presentation & training style?					
1	2	3	4	5	6
Comments					
Q4. How confident do you now feel about attending meetings?					
1	2	3	4	5	6
Comments					
Q5. How do you rate the quality of the Workbook?					
1	2	3	4	5	6
Comments					
Q6. Did you feel encouraged to participate & were your contributions valued?					
1	2	3	4	5	6
Comments					
Please use this space to make any other comments about the training you have received.					

Thank you for taking the time to complete this evaluation.

'Meetings and How They Work'

Record of Direct Observation

Name of Learner _____

Name of Observer _____

Observer Details (*position, in which organisation, how to contact*)

Observation Details

Date _____ Type of Meeting _____

Duration _____ Venue _____

Observation Summary

Observed...

Showing evidence of...

(learner must provide observer with learning outcomes)

Signed _____ Date _____

'Meetings and How They Work'

Witness Testimony

Name of Learner _____

Name of Witness _____

Witness Details

Relationship to Learner _____

Length of time known _____

Witness occupation _____

Witness contact details _____

Witness Statement

(Learner should provide witness with course learning outcomes)

I have attended _____ meetings

(how many, what type) with the above named learner over the past

_____ (months, years).

During that time I have observed the following:

(where possible relate actions & behaviours observed, roles & responsibilities undertaken by learner witnessed to course learning outcomes)

Signed _____ Date _____