template 5: Workshop Feedback Form

## DATE

## LOCATION

Session 1: Overview of Key Management Areas - Presentation

The key management areas are relevant to my organization.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 2: Utility ‘Self Assessment’ Exercise

The self assessment is a useful tool.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 3: Plenary Discussion – Self-Assessment Results

The plenary discussion about the self-assessment provided valuable additional information.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 4: Table Exercise - Improving Outcomes

The improvements worksheet and the table discussions generated useful information to support taking next steps at my utility.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 5a: Plenary Discussion - Practices, Tools, and Measures Results

The plenary discussion and presentation(s) and tips and tools have helped equip me to initiate improvement efforts in my priority management areas.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 5b: Plenary Discussion - Practices Results

The measures identified during discussions and in the presentation are relevant to tracking performance at my utility.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

Session 6: Creating an Action Plan

The worksheet exercise and next steps identified during this session will be helpful to my utility in moving forward with what I learned today at this workshop.

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 Strongly Agree | 🞏 Agree | 🞏 Disagree | 🞏 Strongly Disagree |

Do you have any specific suggestions to improve this session of the Workshop?

On a scale of 1-4 where 1 is strongly disagree and 4 is strongly agree, please circle the most appropriate answer:

1. The workshop **content** and presentations were:
2. Relevant 1 2 3 4
3. Comprehensive 1 2 3 4
4. Easy to understand 1 2 3 4

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Workshop **handouts**:
2. Supported presentation material 1 2 3 4
3. Provided useful additional information 1 2 3 4
4. Were clear and well-organized 1 2 3 4

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The **workshop** was:
   1. Well paced 1 2 3 4
   2. Breaks were sufficient 1 2 3 4

c) A good mix between listening and activities 1 2 3 4

Comments:\_\_\_ \_

\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The **exercises** were useful learning experiences. is lowest and 5 is highest, please rate the following: those of working in the area of health an 1 2 3 4

Comments:

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1. The **facilitator/speakers** were:
2. Knowledgeable 1 2 3 4
3. Well-prepared 1 2 3 4
4. Responsive to participants’ questions 1 2 3 4

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What did you **like best** about this workshop? \_\_\_\_\_\_\_\_\_\_\_

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1. What did you **like least** about this workshop?

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1. How could this workshop be **improved** (use this space if you *did not* provide comments

above)?

Content:

Hand-outs:

Exercises:

Facilitator/speakers:

Other:

1. What did you learn about in today’s workshop that you anticipate using at your facility?

Please feel free to offer any additional comments about the workshop:

**Thank you!**