# Workshop Evaluation

Apostolopoulos *(12)* provides 99 questions for compiling an evaluation of a workshop, listed below.

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| **How would you rate the preparation of the workshop?** |
| Were the training goals and objectives clearly stated before you started the course? |
| Were the course’s title and description easy to understand? |
| How would you improve the preparatory phase? |
| Course structure |
| How would you rate the course’s sequence and flow? |
| Did you feel equally engaged in each course section? |
| Were there clear separations between the course chapters and modules? |
| Content |
| Was the quality of the content consistent throughout the course? |
| Was there enough variety in terms of course module types? |
| Was the language easy to understand? |
| How engaging would you say the overall content was? |
| Was the reading material presented in an interesting way? |
| Was the course content too challenging for the average learner? |
| Was the content detailed enough? |
| How would you rate the overall course content? |
| Did you notice any unnecessary repetition in the content? |
| Did you, at any point, have to re-read the content to understand it? |
| Which sections do you consider were lacking? In what way were they lacking? |
| Was the course easy to follow? |
| Delivery |
| How would you rate the overall course delivery? |
| How would you rate the participatory methods used during the course? |
| Duration |
| How would you rate the total course duration? |
| Trainer |
| How would you rate your trainer’s expertise? |
| How would you rate your trainer’s communication skills? |
| How would you rate your trainer’s delivery skills? |
| Did you feel comfortable in expressing your problems to the trainer? |
| How would you rate the trainer? |
| How would you rate the course’s overall design? |

**Statements that can be included in an evaluation form are listed below. These responses are given on a scale of, e.g. 1–5, where 1 = 20%, 2 = 40%, 3 = 60%, 4 = 80% and 5 = 100%.**

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| The training met the stated objectives. |
| The training will help me in my role.  |
| The training covered what I expected it to. |
| The training was enjoyable. |
| The training was well organized. |
| The trainers’ knowledge was good. |
| Questions were fully answered. |
| Discussion played an important part in the workshop. |
| The techniques and approaches used were effective. |
| The course materials were effective. |
| *Comment on:* |
| What do you intend to do as a result of this workshop? |
| What’s your overall impression of the training? |
| If you had to pass on three key learning points to your colleagues at home, what would they be? |
| Would you recommend this training? Why or why not? |