Evaluation form basic workshop

Name:
Position (job):
Previous knowledge on veteran tree management:

low	medium	high (expert)

e-mail address:

Workshop date:
Workshop location:

Please rate or answer the following:

What were your expectations beforehand?

	excellent	good	fair	poor	very poor
Where your expectations met?					
Did the training connect to your previous knowledge on veteran trees?					

How was the level of the course for you?

too basic	just right	too difficult

If you rated any of the above 'fair' or less, please explain why.

Logistics

	excellent	good	fair	poor	very poor
Accessibility of the course venue					
Room (heating, ventilation, lichting, acoustics)					
Break facilities (enough breaks, beverages, …)					
Timing of the training (date)					
Duration of the training					
Schedule of the training day					

If you rated any of the above 'fair' or less, please explain why.

Trainer

	excellent	good	fair	poor	very poor
Teaching/presentation skills					
Experience/knowledge of the subject					
Was there enough educational variation (presentation, whiteboard, video, discussions, props, …)					
Quality of the syllabus/handouts					
Structure of the training					
Attention for questions/word explanation					
Overall rating of the trainer					

If you rated any of the above 'fair' or less, please explain why.

Overall rating

	excellent	good	fair	poor	very poor
How valuable was this training to you?					

If you rated the training 'fair' or less, please explain why.

Open questions

Which part of the training was most relevant to you?

Which part of the training was least relevant to you?

How could the workshop be improved?

Would you recommend this training to your colleagues/friends?

How will you apply what you learned today in your everyday practice?

Would a follow-up event be usefull? If so, what kind of event?

Do you have any additional feedback?