Unit 62

Handout 3

Evaluation form

Frank answers will be helpful to us as we plan our future activities in this project. Please do not sign your name. Omit any questions that do not apply to you.

### Lodging

Where did you stay?

Quality, cleanliness, comfort of lodging

□ poor

□ average

□ excellent

Location of lodging (convenient, safety)

□ poor

□ average

□ excellent

Transport between lodging and workshop venue

□ poor

□ average

□ excellent

### Workshop meeting rooms and facilities

Comfort and suitability of large meeting rooms

□ poor

□ average

□ excellent

Quality of snacks and beverages during coffee breaks

□ poor

□ average

□ excellent

Quality of lunches

□ poor

□ average

□ excellent

### Schedule

Length of workshop

□ too long

□ just right

□ too short

Daily schedule

□ too long

□ just right

□ too short

Lunch breaks

□ too long

□ just right

□ too short

### Workload

Workload in preparing for the workshop

□ too much

□ just right

□ too little

Workload during the workshop

□ too much

□ just right

□ too little

### Amount of teaching materials

Workshop documents

□ too many

□ just right

□ too few

PowerPoint presentations

□ too many

□ just right

□ too few

### Difficulty of teaching materials

Workshop documents

□ too difficult

□ just right

□ too easy

Slide presentations

□ too difficult

□ just right

□ too easy

### Facilitator(s)

Facilitator(s)’ knowledge and experience

□ not enough

□ average

□ excellent

Facilitator(s)’ teaching style and effectiveness

□ not good

□ average

□ excellent

Facilitator(s)’ understanding of participants’ backgrounds and needs

□ not good

□ average

□ excellent

Facilitator(s)’ level of preparation for workshop sessions

□ not enough

□ average

□ excellent

Facilitator(s)’ sensitivity to working context

□ not good

□ average

□ excellent

### Usefulness of this workshop for your work and carEer

To what extent has this workshop given you new skills and knowledge?

□ no new skills

□ some new skills

□ many new skills

Will the workshop experience be useful if you have to help implement the roll out of periodic reporting in your country?

□ not useful

□ quite useful

□ very useful

How useful will these new skills and knowledge be in your present position?

□ not useful

□ quite useful

□ very useful

How useful will these skills and knowledge be in the long run as you develop your career?

□ not useful

□ quite useful

□ very useful

Will your organization/office support your future participation in the implementation of the Convention in a leadership role?

□ yes

□ no

□ don’t know

What part of the workshop did you find most useful for your role as a Focal Point (and why)?

What part of the workshop did you find least helpful for your role as a Focal Point (and why)?

How did you find the regional aspect of the workshop? Was it a positive experience?

What suggestions can you offer the organizers to improve future workshops for training Focal Points in periodic reporting? (Continue on back of sheets.)