

Strengths and Weaknesses

List three strengths of Day One

1.
2.
3.

List three weaknesses of Day One

1.
2.
3.

Suggestions for improving the workshop

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Guidelines for Providing Feedback on the Workshop

1. The module

Content

- usefulness/relevance
- amount of information

Structure

- sequence
- duration
- balance between trainers' and trainees' participation
- instructions to trainers
- visual aids
- handouts, exercises
- extra readings
- PAPA
- evaluation

2. Process: training techniques and direction

- usefulness/relevance/effectiveness
- group interaction
- clarity of questions/exercises instructions
- opening and closure of the daily activities

3. Performance of trainers, facilitators and trainees

- presentation/communication skills
- interaction/effective participation
- punctuality/interest/commitment/willingness to facilitate learning/willingness to participate
- other attitudes

4. Logistical support

- organization
- accuracy
- punctuality
- willingness to assist participants
- services provided in general

5. Workshop environment

- physical (training facilities, training material, hotel facilities in general)
- psychological (personal feelings such as self-motivation, interest, satisfaction, self-achievement)
- social (development of friendship, relaxed, sense of comfort among participants, etc.)

6. Workshop results/outputs

- personal and professional assessment
- recommendations

7. General comments

