
Strengths and Weaknesses

List three strengths of Day Four

1.

2.

3.

List three weaknesses of Day Four

1.

2.

3.

Suggestions for improving the workshop

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

FIRST STAGE

PAPA – Ideas for action items

Workshop title **Law and Policy of Relevance to the Management of Plant Genetic Resources**

Date/venue _____

Name _____

Organization

Ideas I would like to try out when I return to work at my research institute, based on what I have learned in this training workshop.

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Note: You can use the workshop objectives, what you learn during the workshop, the handouts, conversations with participants, and trainers, etc., to come up with ideas.