

PROGRAM EVALUATION FORM

Workshop Title: _____

Date: _____ Location: _____

I. Assess the workshop from the standpoint of what you gained from the experience:
How well did the workshop meet the following stated objectives?

	Not at all				On target
a.	1	2	3	4	5
b.	1	2	3	4	5
c.	1	2	3	4	5
d.	1	2	3	4	5
e.					
New knowledge/skills acquired	Very little 1	2	3	4	Substantial 5
Likelihood of applying concepts to your work	Not likely 1	2	3	4	Very likely 5
Expectations met per advertising/brochure	Not at all 1	2	3	4	On target 5

II. Rate the methods and materials relative to their value in accomplishing the workshop:

	NA	Poor				Outstanding
Clarity of participant handouts	0	1	2	3	4	5
Content of participant handouts	0	1	2	3	4	5
Pre course readings	0	1	2	3	4	5
Exercises/group discussions	0	1	2	3	4	5
Clarity of audio-visual aids	0	1	2	3	4	5
Content of audio-visual aids	0	1	2	3	4	5

III. What aspect of the workshop methods/materials was most valuable to you? Why?

IV. What aspect of the workshop methods/materials would you change? Why?

Continued on reverse side

V. How would you rate the individual instructors?

Instructor: _____

	Poor				Outstanding
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments:

Instructor: _____

	Poor				Outstanding
Knowledge of topic	1	2	3	4	5
Preparation	1	2	3	4	5
Ability to handle questions	1	2	3	4	5
Presentation skills	1	2	3	4	5

Additional Comments:

VI. How did you hear about this workshop?

VII. Please list other program topics you are interested in attending:

Thank you in advance for completing this evaluation. We appreciate your valuable contribution to helping us maintain the highest standard of archival continuing education. Please complete this form and return it to the instructor at the conclusion of the course, or return it via mail or fax to: