**STUDY VISIT AND TRAINING EVENT EVALUATION QUESTIONNAIRE**

# FOR PARTICIPANTS IN THE EVENT IN BERLIN, on 28-31 October 2019

## Quality and Evaluation Plan

The present questionnaire aims at collecting the points of view of participants’ attending the events/study visits organised by the project, on three key evaluation domains:

* how useful was the study visit/training for acquiring new skills
* how effective were the training materials and methods
* how was the event organised, also providing suggestions for improvement

The information will be treated confidentially. The key outcomes of this evaluation exercise will be used as prompts for discussion and reflection in the evaluation session to be held during project meetings, and will be summarised and included in the final evaluation report.

Participant’s name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the following five-point scale please rate the quality of selected key aspects.

**5 = excellent; 4 = good; 3 = reasonable; 2 = hardly sufficient; 1 = insufficient**

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| --- | --- | --- | --- | --- |
| **1. Usefulness of training for acquiring new skills** | | | | |
| **Dimensions** | **A) Overall Rating** | **B) Problems Encountered** | **C) Positive Aspects** | **D) Additional Comments** |
| **Correspondence of study visit and training with my current / future job** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Correspondence of study visit and training with my interests** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Training has met my expectations** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |

**Please, use this space if you wish to add further remarks** (free text):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. EFFECTIVENESS OF training materials and methods** | | | | |
| **Dimensions** | **A) Overall Rating** | **B) Problems Encountered** | **C) Positive Aspects** | **D) Additional Comments** |
| **Quality of the training methodology** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Quality of** presenter/lecturer/trainer/facilitator(s) was/were knowledgeable. | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Quality of the materials received** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Adequacy of the duration of training/presentations** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |

**Please, use this space if you wish to add further remarks** (free text):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. organisation of the event, suggestions for improvement** | | | | |
| **Dimensions** | **A) Overall Rating** | **B) Problems Encountered** | **C) Positive Aspects** | **D) Additional Comments** |
| **The locations were adequate for the purpose** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **Equipment / devices used were adequate for the purpose** | *➀-➁-➂-➃-➄*  *insufficient - excellent* |  |  |  |
| **What can we organise in a better way?** |  | | | |

**Please, use this space if you wish to add further remarks** (free text):

**Thanks for your feedback!**