

Participant Feedback Sheet

What is it? When is it used?

Participant feedback sheets are distributed and completed at the end of an event, such as a workshop, in order to evaluate how well the event went and what the participants gained from it. They are usually in the form of a brief (1-2 sides of A4 paper) questionnaire which collects data relevant to the evaluation of the particular event.

Feedback sheets may contain questions with rating scale responses (quantitative) such as Likert scales or questions with an open response format (qualitative) such as “How could this event be improved in the future?”

A good participant feedback sheet is brief, relevant, and most importantly for a good response rate, easy and quick to complete.

Here are some helpful resources:

[Participant feedback sheets - Guidelines and checklist](#)

[Example 1: Workshop participant evaluation sheet - Generic](#)

[Example 2: Workshop participant evaluation sheet – Forage management workshop](#)

[Example 3: Workshop participants evaluation sheet – Primary Innovation workshop](#)