

# Participant Feedback Sheets

## **What are they? When are they 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.

The following pages provide some helpful resources:

- Participant Feedback Sheet Guidelines and Checklist
- Example 1: Participant Workshop Evaluation Sheet - Generic
- Example 2: Participant Feedback Sheet – Forage Management Workshop
- Example 3: Participant Feedback Sheet – Primary Innovation Workshop

# Participant Event Evaluation Sheet – Guidelines and Checklist

**Purpose:** to evaluate an event from the participants' perspective (i.e., venue, organisation, preparation, content, process and facilitation or leadership), to see if the objectives of the event were achieved, to get an indication of participant knowledge, skills, attitude and intended behaviour change, as an outcome of the event, and the nature of the change, and to reflect about the event to learn how it could have been done better.

## **Potential data categories checklist for Participant Evaluation Sheet**

Depending on the particular event, the participant group and their needs, and researchers (or event organisers) and their needs, different bits of data may be required. The following categories of information may be collected on an event Participant Evaluation Sheet. This is not an exhaustive list but rather is provided to stimulate thinking –specific events may need the information content adapted to their particular requirements. And, of course, not all evaluation sheets will need to collect all of this data. Consider carefully the information that you actually need. Try to resist collecting data that are unnecessary or will not be used.

## **Information checklist for Event Evaluation Sheets**

1. Event information (e.g., event, location, date, facilitator/presenter)
2. Personal information about the participant (e.g., name, age, gender, occupation/role, educational qualifications, organisational affiliations, contact details, etc.). If working with farmer groups, for example, information about their farming operation may be required.
3. Venue/facilities/food
4. Pre-preparation, contact, materials pre-event, arrangements
5. Facilitator/presenter/leader/trainer → facilitation/presentation/leadership/training
6. Content
  - a. Information/knowledge
  - b. Activities/exercises
  - c. Objectives
  - d. Process
7. Outcomes – changes in
  - a. Knowledge
  - b. Skills
  - c. Attitudes
  - d. Behavioural intention
8. Overall evaluation and general comments and improvements that could be made to the event if held again.

Questions can be quantitative, qualitative, or a mixture of quantitative and qualitative.

# Participant Workshop Evaluation Sheet

We greatly appreciate your feedback about today's workshop. It will help us to improve future workshops. However, completion of this sheet is voluntary and you may choose not to answer any question. Any information you give will be treated as private and confidential.

**Workshop title:**

**Your name:**

**Organisational affiliation:**

**Please circle the number that best indicate your level of agreement with the statements listed below**

Statement	Strongly disagree					Strongly agree	NA
	1	2	3	4	5		
1. The venue and facilities were adequate and comfortable	1	2	3	4	5	NA	
2. The pre-event communication and/or materials were well organised and informative	1	2	3	4	5	NA	
3. The facilitator was a good communicator	1	2	3	4	5	NA	
4. The facilitator was well prepared	1	2	3	4	5	NA	
5. The material was presented in an organized manner	1	2	3	4	5	NA	
6. The pace of the workshop was appropriate	1	2	3	4	5	NA	
7. Participation and interaction in workshop activities was encouraged	1	2	3	4	5	NA	
8. The workshop process was well suited to the content	1	2	3	4	5	NA	
9. The workshop content was of high quality	1	2	3	4	5	NA	
10. The workshop activities stimulated my thinking and learning	1	2	3	4	5	NA	
11. The activities in the workshop gave me sufficient practice and feedback	1	2	3	4	5	NA	
12. I will be able to use what I learned in this workshop	1	2	3	4	5	NA	

**If you have any comments to make on any of the above statements please do so below:**

Please circle the number that best indicates your level of agreement with the statements listed below

Statement	Strongly disagree					Strongly agree	NA
	1	2	3	4	5	NA	
13. The purpose and objectives of the workshop were clearly defined	1	2	3	4	5	NA	
14. The objectives of the workshop were met	1	2	3	4	5	NA	
15. My personal objectives for the workshop were met	1	2	3	4	5	NA	

**Comments about workshop objectives:**

16. Which topics or aspects of the workshop did you find most interesting or useful?

17. Describe any actions you will take or behaviour you will change as a result of attending?

18. What is your overall assessment of the workshop?

**Very poor**

**Average**

**Very good**

1

2

3

4

5

19. How do you think the workshop could have been made more relevant or effective?

20. Do you have any further comments that you would like to make about any aspect of the workshop?

## Participant Feedback Sheet – [Example]

*[This feedback sheet is an example based a Forage Management activity. The actual feedback sheet you might use for your event can be tailored as needed – for example in terms of relevant groups; industries; knowledge gains; desired actions]*

**Event:**

**Date:**

**Location:**

1. Which group best describes your role:

- Producer/Manager
- Farm employee
- Private consultant/Vet or Advisor
- Government employee
- Service provider
- Other (Please describe)

2. If a producer, please give an approximate idea of the size of your herd?

Head of stock:
Hectares of pasture/crop:

3. Overall, how relevant did you find the (workshop/meeting/forum/field day)?

Not at all relevant     1    2    3    4    5    6    7    8    9    10    Highly relevant

Comments:

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4. What could have made the (workshop/meeting/forum/field day) (even) more beneficial to you?

Comments:

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5. At the (event) what level of new knowledge or understanding did you gain about:

**5.1** The impact that the use of [specified technology or practice] can have on performance and profits

No new knowledge    1    2    3    4    5    6    7    8    9    10   A significant amount

**5.2** Practices to improve quality of produce

No new knowledge    1    2    3    4    5    6    7    8    9    10   A significant amount

**5.3** Selecting the [best mix of approaches] for your farm

No new knowledge    1    2    3    4    5    6    7    8    9    10   A significant amount

6. What is a key message that you are taking away from the (event)?

7. As a result of what you have heard at the (event / forum, etc), what actions (if any) have you been prompted to take following the (workshop/meeting/forum/field day):

- Reassessing your practice in [ ]
- Changing your approach/advice to [ ]
- Considering alternative [ ] choices/advice
- Discuss possibilities with my consultant/clients
- Seek extra information or training
- Other actions:

7.7 Please give details of what you are planning to follow up and/or take actions on:

8. Please indicate what other information or assistance you might need to act on the information you have gained:

9. Please make any other comments or suggestions about the event or [ ] management:

***Thank you for your feedback***

# Primary Innovation Workshop Participant Feedback February 15 2016

1. Please indicate your organisation  
 AgResearch;  Plant and Food;  Scion;  NIWA;  DairyNZ;  Massey University  
 Other (please specify):
  
2. How well did the process used at the workshop work for you?  
Not well 0 1 2 3 4 5 6 7 8 9 10 Very well
  
3. Please make any comments about the process including what could have improved it.
  
  
  
  
  
  
  
  
  
  
4. To what extent has the workshop clarified where the programme is up to in meeting its objectives and outcomes?  
 Already fully understood or Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
  
5. To what extent do you think the Primary Innovation programme has made progress toward achievement of its outcomes so far?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
  
6. What still needs to happen to ensure the Primary Innovation programme achieves its objectives and outcomes before the end of the project in September 2017?
  
  
  
  
  
  
  
  
  
  
7. To what extent are you confident that the Primary Innovation programme will achieve its outcomes after the recent changes in the team?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
  
8. How confident are you that learnings from the Primary Innovation programme will make an impact in the NZ primary sector after its completion in September 2017?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
  
9. To what extent has the workshop clarified the current M&E processes and what data is needed over the rest of the project?  
 Already fully understood or Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
  
10. How useful did you find the session on innovation project log-frames?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot

11. To what extent has the workshop increased your understanding of the role and contribution of Reflexive Monitors?  
 Already fully understood or Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
12. How useful did you find the panel discussion with Project Leaders?  
 Not useful 0 1 2 3 4 5 6 7 8 9 10 Very useful
13. To what extent has the workshop increased your understanding of the relationships between innovation projects?  
 Already fully understood or Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
14. To what extent has the workshop increased your understanding of potential impacts of the innovation projects?  
 Already fully understood or Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
15. How useful did you find the session on exploring opportunities to forge closer links between Reflexive Monitors and Project Leaders?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
16. How helpful have you found the workshop in terms of networking and collaborating with other team members?  
Not much 0 1 2 3 4 5 6 7 8 9 10 A lot
17. As a result of the workshop, apart from collaboration in the innovation projects, what other action are you likely to take?
- None – just do my role in the case studies
  - Increase my contribution to M&E
  - Improve innovation project M&E (including data collection)
  - Make changes to my RM role – or in the way I interact with my RM
  - Share what I have gained with other colleagues or organisations
  - Other: (please describe)
18. Please make any other comments about the workshop, reporting, evaluation or the program in general:

*Thanks for your feedback*