

Instructor Evaluation For “Staff Meeting Starter Kits”

Instructor:

Workshop Location:

Date:

How much time did you spend in preparation for this session? _____ (hours). Did you feel that this was adequate? Please describe the steps you took to prepare.

Were there any challenges in locating the materials needed for the presentation? (This might include handouts, evaluation forms, and materials needed for the activities)

Which activity options did you decide to include in your presentation? Please share why you made these choices.

How many participants attended the session? ____ Did you feel that the presentation worked well for this size group?

Were the handouts included in the session useful in illustrating the purpose of the presentation? _____ Did you make any alterations to the handouts to meet the needs of your group? If so, please describe.

Did you choose to use the Power Point for this session? _____ If so, how did it work for you? Did you make any alterations to the Power Point to meet the needs of your group? _____ If so, please describe.

Please describe the participation of the group during the workshop?

None____ Some _____ Lively _____

Please share any other comments about participation that you think will help improve this session.

Were there any challenges in managing the behavior of the group while delivering this presentation?

Yes_____ No_____

If yes, describe the problem and how you dealt with it. (This information will help guide future presenter training)

Were the Trainer Tips helpful? _____ Do you have suggestions for additional tips to include in this particular session?

What future topics would you like the CT After School Network to develop?

Thank you for taking the time to complete this evaluation form! We appreciate your assistance.

Return evaluation to kanthony@ctafterschoolnetwork.org or fax to 203-481-7160.