

An Example of a Qualitative Assessment Form for Training/Events Series

Dear Partners,

This form is meant to help you keep track of your training/public engagement events' outcomes for an easier and more efficient reporting process.

You should fill this form twice: halfway through your training series or events timetable, and at the end of it.

The feedback you gather in this form will help you assess the impact of your project, so be as honest and open in your answers as possible.

Feel free to edit and customise this form to better reflect your project's activity log.

Covering the activity period **FROM** ...

Day / Month / Year

Covering the activity period **TO** ...

Day / Month / Year

Describe in a few words one thing you think went well during this period *

Your Answer

.....

Total number of activities in this period *

Your Answer

.....

Total number of people engaged during this period *

Your Answer

.....

Overall assessment of the activity during this period *

No/Disagree Mostly disagree Neutral Mostly agree Yes/Agree

We engaged those publics and communities we needed to

It was easy to identify and engage those publics and communities

Participants responded well to our activity workshops

Please describe in a few lines how you were able to answer the last question *

What methods did you use to identify whether the right people had been engaged, and how they responded. This could have been gathered, for example, by: questionnaires logging their demographic data and experience, conversations or observation during the activity events, or conversations with the staff delivering the events.

Your Answer

.....

Describe in a few words one thing that could be improved in future activities *

Your Answer

.....

What, in your opinion, were the main challenges in carrying out the project during this period? *

Your Answer

.....

Assessment of the participants' skills development as a result of the activity. Have they developed additional skills in: *

No/Disagree Mostly disagree Neutral Mostly agree Yes/Agree

Digital media

Social media
(Facebook,
Twitter, etc)

Project
management

Presenting
themselves to
others

Writing

Share with us any feedback from the participant

Please share with us any gathered quotes from your event participants

Your Answer

Anything else you think we can do better to help the management or delivery of the project?

Your Answer

SUBMIT