

### **Sample: Evaluation Form for Manual Distribution**

The objectives of evaluation are to assess participant and instructor satisfaction with specific programs and to increase subsequent program effectiveness.

Evaluations, whether written or electronic, must be solicited from participants and instructors. If the instructor is actively involved in the development of the program materials, then it is not necessary to solicit an evaluation from the instructor.

The evaluation must include the five required topics detailed in Standard No. 14; however, sponsors may include other questions in the evaluation. Even if there are no stated prerequisites for the program, the topic needs to be included in the evaluation form so that a participant can comment on whether or not the participant believed that a certain knowledge, skill or experience was needed prior to taking the program.

## Evaluation



Program Title: \_\_\_\_\_

Program Instructor: \_\_\_\_\_

Program Date: \_\_\_\_\_

Participant (optional): \_\_\_\_\_

Please indicate your agreement with the following statements:

	Agree	Disagree	Don't Know
1. Stated learning objectives were met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stated prerequisite requirements were appropriate and sufficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Program materials, including the qualified assessment, if any, were relevant and contributed to the achievement of the learning objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Time allotted to the learning activity was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Was the presenter, Michael Matthews, effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments (use back of sheet as needed):

Thank you for your comments!  
Please submit your form to the registration desk.