EXERCISE CONFERENCE FEEDBACK FORM

The U.S. Coast Guard and the Exercise Support and Coordination Division is committed to its customers. To assist in improving our services your feedback is welcome. This feedback is voluntary.

OMB #: 1625-0080
Expiration Date

Meeting Type: ___ C&O ___ IPC ___ MPC ____ FPC ____AAR

1. I was notified of this meeting in sufficient time to prepare for it.

Strongly Disagree				Strongly Agree
1	2	3	4	5

2. I understood why this meeting was being held (e.g., information sharing, planning, problem solving, decision making, open discussion, etc.) and what specific outcomes were expected.

Strongly Disagree				Strongly Agree
1	2	3	4	5

3. I understood what was expected of me as a participant (including the leader, coordinator, chairperson, facilitator, etc.)

Strongly Disagree				Strongly Agree
1	2	3	4	5

4. I understood how the meeting was intended to flow (e.g., agenda, schedule, design, etc.) and terminate.

Strongly Disagree				Strongly Agree
1	2	3	4	5

5. The meeting generally proceed as intended (e.g., the agenda was followed, it ended on time) and achieved its intended purpose.

Strongly Disagree				Strongly Agree
1	2	3	4	5

6. Most participants listened carefully to each other.

Strongly Disagree				Strongly Agree
1	2	3	4	5

7. Most participants expressed themselves openly, honestly and directly.

Strongly Disagree				Strongly Agree
1	2	3	4	5

8. Agreements were explicit and clear, and conflicts were openly explored and constructively managed.

Strongly Disagree				Strongly Agree
1	2	3	4	5

9. My participation contributed to the outcome achieved by the meeting.

Strongly Disagree				Strongly Agree
1	2	3	4	5

10. Overall, I was satisfied with this meetings and I feel my time here was well spent

Strongly Disagree				Strongly Agree
1	2	3	4	5

11. The facilitator engaged the audience and encouraged flow of ideas.

Strongly Disagree				Strongly Agree
1	2	3	4	5

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 10 minutes. You may submit any comments concerning the accuracy of this estimate or any suggestions for reducing the burden to: Commandant, U.S. Coast Guard Headquarters, Attn: CG-5352 Exercise Support Coordinator, Room 3414, 2100 2nd. Street S.W., Washington, DC 20593, fax (202) 372-2917.