

National Conference on Volunteering and Service Workshop Assistant/Evaluator Evaluation

Session Name _____

Session Number _____

Time-Date: _____

Presenter: _____

Evaluator's Name (for follow-up purpose only): _____

Did any of these situations apply to this workshop? (Check all that apply)

Presenter(s) did not show up. This workshop was canceled. There was no audience at this workshop.

If you checked any of the above, stop here and return this form to the Volunteer Office.

Please follow the directions of each question.

1. Please rate the presenter's presentation skills: (Check one)

Poor

Average

Good

Excellent

2. Please rate the presentation: (Check one)

Number of speakers:

Too many

Just right

Not enough

Program description accuracy:

Not as described in the program

Close to what was described in the program

As described in the program

Opportunities for audience interaction:

No opportunities for interaction

A few opportunities for interaction

Many opportunities for interaction

Did the presenter leave time for audience questions?

Yes

No

3. Please rate the audience: (Check one)

Engagement:

Not at all engaged

Somewhat engaged

Very engaged

Retention:

Less than half stayed

Half to three-quarters stayed

All or most stayed

How many attendees were there at most? (Fill in the number) _____

4. Please rate the room's: (Check one)

Temperature:

Comfortable temperature

Too cold

Too hot

Sound:

Noisy

Quiet

Sound:

Poor acoustics

Good acoustics

5. Please check types of Audio Visual aids and teaching strategies used in presentation: (Check all that apply)

Audio/Visual aids

Handouts

Flip Charts (prepared before session)

Flip Charts (notes taken during session)

Power Point

Overheads

Web page visits/walkthroughs

Teaching strategies

Lecture

Small Group brainstorms/discussion

Small group exercises (with handouts etc.)

Whole Group brainstorms/discussion

6. Evaluator's opinion: (Check one)

In YOUR opinion, how knowledgeable do you think the presenter was?

Not very knowledgeable

Somewhat knowledgeable

Very knowledgeable

In YOUR opinion, how interesting did you find this particular session?

Not at all interesting

Somewhat interesting

Very interesting

In YOUR opinion, did you learn something useful to your work?

Yes

No