

OMB # 1121-0277 Date of Expiration: 9/30/2010

OJJDP National Training and Technical Assistance Center

CONSULTANT FEEDBACK FORM

In planning for a training and technical assistance event, OJJDP NTTAC assesses the needs of the requester and recommends consultants to meet those needs in the most efficient and effective manner. To ensure OJJDP NTTAC provides the highest quality training and technical assistance to the field, we need your feedback. Your responses on this form will be carefully considered and factored into the overall program evaluation of OJJDP NTTAC. Your participation is completely voluntary.

In the Planning Assessment section of this form, please assess all the tasks and processes that went into planning this event. In the Training/Technical Assistance On-Site and Post-Delivery Assessment section, please assess the session.

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden. The estimated average time to complete this form is 10 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Office of Juvenile Justice and Delinquency Prevention National Training and Technical Assistance Center, Needs Assessment and Evaluation Division, 9300 Lee Highway, Fairfax, VA 22031.

PROGRAM TITLE/TA #: pre-printed information				
LOCATION: <i>pre-printed information</i>				
DATE(S): pre-printed information				
CONSULTANT(S): pre-printed information				
REQUESTER: (name of individual) pre-printed information				
(name of organization) pre-printed information				
OJJDP NTTAC COORDINATOR: pre-printed information				

ACTIVITY DESCRIPTION: pre-printed information

TRAINING/TECHNICAL ASSISTANCE EXPECTED OUTCOMES: pre-printed information



OJJDP National Training and Technical Assistance Center

CONSULTANT FEEDBACK FORM

PLANNING ASSESSMENT

For Questions 1-5, please indicate the extent to which you agree or disagree with the statements about the planning of the training/technical assistance event.

- 1 I Strongly Disagree with this statement (SD).
- 2 I Disagree with this statement (D).
- 3 I Neither agree nor disagree with this statement (N).
- 4 I Agree with this statement (A).
- 5 *I* Strongly Agree with this statement (SA).
- NA Not Applicable (NA).
- NO I did not observe this activity and cannot comment on it.

PLANNING	SD	D	Ν	Α	SA	NA	NO
1. The OJJDP NTTAC coordinator was detail oriented and thorough in planning.	1	2	3	4	5	NA	NO
2. The OJJDP NTTAC coordinator was responsive to my questions/needs.	1	2	3	4	5	NA	NO
3. Discussions with the OJJDP NTTAC coordinator prior to the program helped me identify critical issues to be covered in the event.	1	2	3	4	5	NA	NO
4. I was aware of the needs of the participants prior to the event.	1	2	3	4	5	NA	NO
5. OJJDP NTTAC provided me with the necessary information and resources to help me adequately prepare for the event.	1	2	3	4	5	NA	NO

For Questions 6-9, please write your comments in the space provided. Use additional paper if necessary.

6. Did you have enough information to develop a training/technical assistance plan to meet the needs of the audience? Yes No 6a. What information was helpful in preparing the plan?

6b. What information was missing (e.g., information that would have been helpful before the conference call)?

- 7. What component of the planning phase (e.g., APW, conference calls) was most useful in helping you prepare for this event?
- 8. What obstacles or challenges, if any, did you encounter during the planning phase?
- 7. What could OJJDP NTTAC have done differently to help you plan better for this event?



OJJDP National Training and Technical Assistance Center

CONSULTANT FEEDBACK FORM

TRAINING/TECHNICAL ASSISTANCE ON-SITE AND POST-DELIVERY ASSESSMENT

For Questions 10-19, please indicate the extent to which you agree or disagree with the statements about delivery of this event using the same scale.

ON-SITE AND POST-DELIVERY	SD	D	Ν	Α	SA	NA	NO
8. The time allotted was adequate for the scope of material presented.	1	2	3	4	5	NA	NO
9. The material was tailored and appropriate for the level of experience and knowledge of the participants.	1	2	3	4	5	NA	NO
10. The session introduced new knowledge to participants.	1	2	3	4	5	NA	NO
11. The session introduced new skills to participants.	1	2	3	4	5	NA	NO
12. Participants will be able to apply the knowledge/skills learned to their jobs.	1	2	3	4	5	NA	NO
13. Participants were engaged in the session.	1	2	3	4	5	NA	NO
14. The session adequately addressed each of the event objectives.	1	2	3	4	5	NA	NO
15. The session was relevant to the needs of participants.	1	2	3	4	5	NA	NO
16. I am satisfied with the OJJDP NTTAC coordinator's services.	1	2	3	4	5	NA	NO
17. I am satisfied with my overall OJJDP NTTAC experience.	1	2	3	4	5	NA	NO

For Questions 20-23, please write your comments in the space provided. Use additional paper if necessary.

18. On a scale of 1 to 5, with 1 representing "unsuccessful" and 5 representing "successful," how successful were you in achieving the expected outcomes of this event?

1	2	3	4	5
unsuccessful				successful

Please give a reason for your rating, using examples where possible._____

- 19. What obstacles or challenges, if any, did you face in delivering training or technical assistance?
- 20. What additional technical assistance needs do you foresee this group will have with regard to this topic?

21. Do you have any other comments or suggestions?

Thank you for completing this NTTAC Consultant Feedback Form. We value your input! Please fax completed forms to:703-934-3740 or mail to: OJJDP National Training and Technical Assistance Center ATTN: Christine Leicht 9300 Lee Highway, Fairfax, VA 22031