



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	N	A	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?

