



OJJDP National Training and Technical Assistance Center

REQUESTER FEEDBACK FORM

PLANNING ASSESSMENT

For Questions 1-6, 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).

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 needs.	1	2	3	4	5	NA	NO
3. Discussions with the OJJDP NTTAC coordinator prior to the event helped to identify critical issues to be covered.	1	2	3	4	5	NA	NO
4. The OJJDP NTTAC coordinator was effective in identifying an appropriate consultant for the event.	1	2	3	4	5	NA	NO
5. The consultant collaborated with us to understand our training/technical assistance needs and plan for the event.	1	2	3	4	5	NA	NO
6. I am satisfied with the overall planning of the event by OJJDP NTTAC.	1	2	3	4	5	NA	NO

For Questions 7–10, please write your comments in the space provided. Use additional paper if necessary.

7. What component of the planning phase (e.g., APW, conference calls) was most useful in helping you prepare for this event?

8. What could OJJDP NTTAC have done differently to help you plan better for the event?

9. What obstacles or challenges, if any, did you encounter during the planning phase?



OJJDP National Training and Technical Assistance Center

REQUESTER FEEDBACK FORM

10. What other comments or suggestions do you have about the planning phase?



REQUESTER FEEDBACK FORM

OVERALL ASSESSMENT

For Questions 27-30, please write your comments about the overall training/technical assistance event in the space provided.

27. On a scale of 1 to 5, with 1 representing “far below my expectations” and 5 representing “exceeded my expectations,” how did this training/technical assistance event meet your expectations?

1	2	3	4	5
<i>far below my expectations</i>				<i>exceeded my expectations</i>

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

28. Now that the training/technical assistance event has concluded, what, if any, *additional* needs does your organization have regarding this topic?

29. On a scale of 1 to 5, with 1 representing “highly unlikely” and 5 representing “highly likely,” how likely are you to recommend OJJDP NTTAC to others with training and technical assistance needs?

1	2	3	4	5
<i>Highly unlikely</i>				<i>Highly likely</i>

Why or why not?

30. What other comments do you have about the event overall?

Thank you for completing this OJJDP NTTAC Requester 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
Needs Assessment and Evaluation Division
9300 Lee Highway, Fairfax, VA 22031