



OJJDP National Training and Technical Assistance Center

REQUESTER FEEDBACK FORM

In planning for a training/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. **Your feedback is vital** in our ongoing efforts to improve the support that OJJDP NTTAC provides. Therefore, we would like to know about your experiences with the training/technical assistance delivery and consultant provided, and your overall impressions of the support you received.

In the Planning Assessment section, please assess all the tasks and processes that went into planning this event. In the Training/Technical Assistance On-Site and PostDelivery Assessment section, please assess the actual delivery of the training/technical assistance. NOTE: Please complete one form per consultant. In the final section, please assess the overall training/technical assistance provided for the event.

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.

EVENT TITLE/TA#:	pre-printed information
LOCATION:	pre-printed information
DATE(S):	pre-printed information
CONSULTANT:	pre-printed information
REQUESTER:	(name of individual) pre-printed information
	(name of organization) pre-printed information
OJJDP NTTAC COORDINATO	OR: pre-printed information

ACTIVITY DESCRIPTION: pre-printed information
TRAINING/TECHNICAL ASSISTANCE EXPECTED OUTCOMES: pre-printed information





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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?
	
	



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



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

For Questions 11-21, please indicate the extent to which you agree or disagree with the statements about the delivery of the training/technical assistance for this event using the same scale

ON-SITE AND POST-DELIVERY	SD	D	N	A	SA	NA	NO
11. The consultant demonstrated a comprehensive knowledge of the subject.	1	2	3	4	5	NA	NO
12. The consultant promoted an environment of cultural awareness.	1	2	3	4	5	NA	NO
13. The consultant effectively facilitated the training/technical assistance to promote audience engagement.	1	2	3	4	5	NA	NO
14. The consultant demonstrated effective presentation skills and targeted the presentation to our needs.	1	2	3	4	5	NA	NO
15. The handouts provided were helpful and essential to the success of the event.	1	2	3	4	5	NA	NO
16. I am satisfied with the quality of the consultant's work.	1	2	3	4	5	NA	NO
17. The training/technical assistance delivery met our identified needs and will allow us to provide better services to our target population.	1	2	3	4	5	NA	NO
18. We have ideas for how to incorporate the information from the training/technical assistance into our work.	1	2	3	4	5	NA	NO
19. I would recommend this consultant to other agencies.	1	2	3	4	5	NA	NO
20. I am satisfied with the OJJDP NTTAC coordinator's services.	1	2	3	4	5	NA	NO
21. I am satisfied with my overall OJJDP NTTAC experience.	1	2	3	4	5	NA	NO

For Questions 22-26, please write your comments in the space provided. Use additional paper if necessary.

22.	Please indicate the actual number of attendees at the event:
23.	On a scale of 1 to 5, with 1 representing "unsuccessful" and 5 representing "successful," how successful was the consultant in achieving the expected outcomes for the training/technical assistance?
	1 2 3 4 5 unsuccessful successful Please give a reason for your rating, using examples where possible
24.	Would you request the services of this consultant again? Please explain.
25.	What obstacles or challenges, if any, did you encounter during the delivery of training/technical assistance?

26. What other comments or suggestions do you have about the delivery phase?





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or Questions 2	27 - 30, please w	rite your comr	nents about the ov	erall training/tecl	nnical assistance event in the sp	pace provided.
			far below my expeet your expectation		presenting "exceeded my expec	etations," how di
	1	2	3	4	5	
my	far below expectations				exceeded my expectations	
Please give	a reason for yo	our rating, using	g examples where	possible.		
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. Now that th		nical assistance	e event has conclud	led, what, if any, a	dditional needs does your orga	nization have
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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