





**OJJDP National Training and Technical Assistance Center**

**CONSULTANT FEEDBACK FORM**

**PLANNING ASSESSMENT**

*For Questions 1-7, 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
1. The OJJDP NTTAC Coordinator was detail-oriented and thorough in planning.	1	2	3	4	5	NA
2. The OJJDP NTTAC Coordinator was responsive to my needs.	1	2	3	4	5	NA
3. The OJJDP NTTAC Coordinator effectively utilized own knowledge and experience to assist in planning the event and helped to identify critical issues to cover.	1	2	3	4	5	NA
4. The OJJDP NTTAC Coordinator was effective in coordinating with the requester to establish an understanding of the participants' needs prior to the event.	1	2	3	4	5	NA
5. The OJJDP NTTAC Coordinator provided the necessary information and resources to help me adequately prepare for the event.	1	2	3	4	5	NA
6. The level of outreach initiated by the OJJDP NTTAC Coordinator (telephone calls, e-mails, etc.) was non-intrusive and effectively moved the planning process along.	1	2	3	4	5	NA
7. I was satisfied with the overall planning of the event by OJJDP NTTAC.	1	2	3	4	5	NA

8. Did you have enough information to develop a training/technical assistance plan to meet the needs of the audience? Yes No  
8a. What information was *helpful* in preparing the plan?

8b. What information was *missing* (e.g., information that would have been helpful before the conference call)?

9. Did the level of communication (e.g., via telephone calls, e-mail) with OJJDP NTTAC and/or the requester meet your needs in preparing for this event?

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

11. What could OJJDP NTTAC do to improve the planning process?



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

For Questions 12-22, please indicate the extent to which you agree or disagree with the statements about delivery of this event, using the same scale.

Table with 7 columns: ON-SITE AND POST-DELIVERY, SD, D, N, A, SA, NA. Rows 12-22 contain statements about training delivery and participant satisfaction with ratings.

23. 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.

Four horizontal lines for providing reasons for the rating.

24. What obstacles or challenges, if any, did you encounter during the delivery of the training/technical assistance? Do you have any suggestions for improving delivery of future events?

Four horizontal lines for providing obstacles, challenges, and suggestions.

25. What additional training/technical assistance do you foresee this group will need with regard to this topic?

Four horizontal lines for providing additional training/technical assistance needs.

26. Are you aware of resources that would be useful to participants with regard to this topic that could be posted online via the OJJDP NTTAC Web site? Yes No



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If yes, please indicate the resources available and where NTTAC can obtain them \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

27. Do you have any other comments or suggestions?

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for completing this NTTAC Consultant Feedback Form. We value your input!**

*Please fax completed forms to: 703-934-3740 or mail to:*  
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