



OJJDP National Training and Technical Assistance Center

REQUESTER 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 be covered.	1	2	3	4	5	NA
4. The level of outreach initiated by the OJJDP NTTAC Coordinator (telephone calls, emails, etc.) was non-intrusive and effectively moved the planning process along.	1	2	3	4	5	NA
5. OJJDP NTTAC Coordinator was effective in identifying an appropriate consultant for the event.	1	2	3	4	5	NA
6. The consultant effectively collaborated with us to understand our training/technical assistance needs and plan for the event.	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 the level of communication (e.g., via telephone calls, email) with OJJDP NTTAC and/or the consultant meet your needs in preparing for this event?

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

10. What obstacles or challenges, if any, did you encounter during the planning phase and how could this be corrected in the future to better meet your needs?

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



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

OVERALL ASSESSMENT

34. On a scale of 1 to 5, with 1 representing "far below my expectations" and 5 representing "exceeded my expectations," how well 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.

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

36. 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/technical assistance needs?

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

Why or why not? _____

37. 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:
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