

Training and Meeting Participant Feedback

OMB #:

Date of Expiration:

For each event (both virtual and in-person) OJJDP's NTTAC hosts, OJJDP's NTTAC will create a survey either in online survey software or as a paper form to gather feedback to inform project planning. Given the changing nature and content of each event, it is important to be able to get feedback from participants without creating undue burden by answering excessive questions. To address this, the survey will be tailored to the unique information needs of each event to ensure low burden while informing high-quality service provision. Participant feedback surveys will include satisfaction, learning, behaviors, and demographic questions; and may include optional moderator or trainer/facilitator(s) feedback questions (as requested).

Training and Meeting Participant Feedback					
<i>Thank you for participating in the [insert event type: training, meeting] on [date] "[insert event title]" supported by the Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) National Training and Technical Assistance Center (NTTAC). To better serve you, we would like to know your impressions of the event in which you just participated. Your participation is completely voluntary.</i>					
Satisfaction					
<i>Please indicate the extent to which you agree or disagree with the following statements about the OJJDP training event.</i>					
1. The information from the training/meeting was useful to my work.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
2. The overall quality of the event met my expectations.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
3. The materials and information were appropriate for my level of experience and knowledge.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
4. I was satisfied with the event.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree

Learning

	1	2	3	4	5
5. This event increased my knowledge on the topic.	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
6. As a result of my attendance, I [insert event objective 1].	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
7. As a result of my attendance, I [insert event objective 2].	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree
8. As a result of my attendance, I [insert event objective 3]. (insert/delete objectives as necessary)	Strongly Disagree	Disagree	Neither Agree Nor Disagree	Agree	Strongly Agree

Behaviors

9. How do you plan to apply the information from this training/meeting in your work? Please select all that apply.

- Share material with colleagues
- Refer colleagues to other OJJDP's NTTAC events/resources
- Train/educate others in content/skills learned
- Enact policy changes at my organization
- Begin a new project or initiative
- Strengthen public awareness/advocacy activities
- Change my management, leadership, or interpersonal communication style
- Pursue additional professional development
- Develop/strengthen use of technology or infrastructure
- Develop/strengthen collaborative or strategic relationships
- Expand services to new populations
- Expand types of services offered
- Strengthen administrative capacity or operations to better serve the field

- Strengthen research, evaluation, or needs assessment activities
- Network with other participants
- Identify/pursue new funding resources (e.g., grant writing, fundraising)
- Implement/change financial procedures
- Modify outreach/marketing activities
- Develop/enhance vision, mission, or strategic plan

- Other(s): _____
- I will not be able to apply the information to my work

Please explain how you plan to apply the information: _____

10. Do you plan to implement any research-supported practices learned during the training/meeting?

- No
- Yes

If yes, please explain: _____

Overall Feedback

11. Tell us what you like most about the content, facilitation, and format of the event, and why:

12. What suggestions do you have for improving the content, facilitation, and format of events in the future?

13. What additional assistance do you or your organization need with this topic? _____

14. Please share any additional feedback: _____

15. How did you find out about this event? Please select all that apply.

- OJJDP website
- OJJDP's NTTAC webpage
- OJJDP's NTTAC listserv
- OJJDP's JUVJUST listserv
- Social media (e.g., Facebook, Twitter, YouTube)
- OJJDP TTA provider
- Juvenile Justice Organization
- OJJDP exhibit, publication, or conference presentation
- Link from another website
- Colleague/coworker
- My OJJDP Program Manager or other OJJDP staff person
- Search engine (e.g., Google, Yahoo)
- Other (please specify): _____

Demographics

16. Which of the following best describes the field or profession in which you work? Select all that apply.

- Faith-Based
- Law Enforcement
- Prosecutors
- Courts
- Defenders
- Mentoring
- Child Welfare/Safety
- Victims of Crime
- Probation/Parole
- Detention/Corrections
- Tribal Community
- State Advisory Groups (SAG members, juvenile justice specialists)
- JJDPA Compliance (compliance monitor, DMC coordinator)
- Substance Abuse
- Mental/Behavioral Health
- Military
- Education
- Training/Technical Assistance
- Advocacy
- Research
- Youth Services
- Families
- Youth
- Other (please specify): _____

17. How long have you worked in the field?

- Less than 1 year
- 1 to 5 years
- 6 to 10 years
- More than 10 years

18. Please indicate the state in which you work: _____

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Optional Questions

These optional questions may be utilized for trainings and meetings where feedback is requested on the event moderator and event trainer/facilitator(s). Because events can have more than one and up to five trainers/facilitators and these questions will be duplicated for each trainer/presenter, they are optional due to the additional time burden it may place on respondents.

1. Was the moderator well-suited for this webinar topic?

Yes

No

If no, please explain: _____

2. The knowledge and expertise of this trainer/presenter were appropriate for this webinar.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
3. The trainer/presenter tailored and delivered the content of the webinar effectively.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree
4. The trainer/facilitator helped me to see how the information can be applied to my work.	1 Strongly Disagree	2 Disagree	3 Neither Agree Nor Disagree	4 Agree	5 Strongly Agree