**EUROPEAN COMMISSION**

**DEVCO TRAINING UNIT**

**Reaction Sheet**

Please complete this form at the end of the event, so that

* *You can provide feedback on the learning event you have participated in.*
* *The Training Unit can continually develop and improve this and other events.*

**Event title** : Regional Seminar on Water

**Event dates** : 13-16 October 2014

**Facilitator/Trainer 1**:E.Buhl-Nielsen

**Facilitator /Trainer 2**:.....................

**Facilitator/ Trainer 3:.**.....................

### Part I: Assessment of the event

**1. What were yourmainobjective for this particular event? (**One answer only**)**

Tick one of the following:

1.1  To be better informed on a subject that is directly useful for my current job

1.2  To be better informed on a subject that is not directly useful for my present job but should be

important for my job in the near future

1.3  To help me change job in the Commission

1.4  To improve my culture/knowledge on general issues related with development and external

cooperation

1.5  Other (Specify) ………………………………………………………………………………..

………………………………………………………………………………………………….

**2. How well were your expectations met?**

Tick appropriate answers:

2.1  The event corresponded to my expectations

2.2  The event did not correspond to my expectations for the following reasons:

2.2.1  The subject matter differed from what I had expected.

Specify:…………………………………………………………………………

………………………………………………………………………………….

…….…………………………………………………………………………….

2.2.2The approach adopted by the facilitators/trainers was not well adapted to my

needs.

Specify:…………………………………………………………………………

…………………………………………………………………………………..

….……………………………………………………………………………….

2.2.3I realise that I was lacking some prerequisite training/experience for attending

profitably this event

Specify: ……………………………………………………………………………….......

…………………………………..........................................................................

**3. How well were the announced event objectives met?**

Choose one among the following:

3.1  Fully

3.2  The event failed to meet the following objectives:

Specify and explain: …………………………………………………………………………..

…………………………………………………………………………………………………

…………………………………………………………………………………………………

**4. Relevance of the event.**

Please answer this question only if you have ticked question 1.1 or 1.2. Choose among the following:

4.1  I learned new concepts and practices that I will be able to use in my job.

4.2  I did not learn anything new but it helped me to clarify and have a better command of the subject

4.3  I lost my time.

**5. Coverage of the event**

**Choose among the following:**

5.1  The event addressed all the topics/issues necessary for a good understanding of the subject and nothing more?

5.2  Some topics/issues covered by the event were not necessary

Specify: ………………………………………………………………………………………

…………………………………………………………………………………………………

5.3  Some issues should have deserved more attention or additional topics should have been included

Specify: ………………………………………………………………………………………

…………………………………………………………………………………………………

**6. Level of difficulty. In your view was the course (tick one):**

6.1  Too difficult 6.2  Adequate 6.3  Too elementary

**7. Length of the course. In your view was the course duration (tick one):**

7.1  Too long 7.2  Appropriate 7.3  Too short

### Part II: Assessment of the facilitators/trainer(s)

**In the following please give your opinion by circling the appropriate score using the rating scale:**

**1: Not acceptable 2: Below standard 3: Good 4: Excellent**

**8 (9) (10). What did you think of the facilitators/trainer(s) ?**

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**1: Not acceptable 2: Below standard 3: Good 4: Excellent**

**11 What did you think of the way in which the event was delivered?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Visual aids | **11.1** | 1 | 2 | 3 | 4 |
| Handouts and course documentation | **11.2** | 1 | 2 | 3 | 4 |
| Mix of theory and practice | **11.3** | 1 | 2 | 3 | 4 |
| Balance of presentations and group work/discussion | **11.4** | 1 | 2 | 3 | 4 |

### Part III: Overall rating and miscellaneous

**12. What was particularly good about the event? List if possible three strengths of this event:**

**1................................................................................................................................................................................................................................................................................................................................................................................**

**2..................................................................................................................................................................................................................................................................................................................................................................................3...................................................................................................................................................................................................................................**

**13. What could have been better? List if possible three areas of improvement:**

**1................................................................................................................................................................................................................................................................................................................................................................................**

**2..................................................................................................................................................................................................................................................................................................................................................................................3...................................................................................................................................................................................................................................**

**14. What do you think about the size of the group: was it appropriate for mutual learning and active participation?**

**....................................................................................................................................................................................................................................................................................................................................................................................**

**15. What is your overall rating for this course? Please give your opinion by circling the appropriate score using the rating scale:**

**1: Not acceptable**

**2: Below standard**

**3: Good**

**4: Excellent**

**16. How did you find out about this course?**

13.1  Catalogue

13.2  Europaplus

13.3  Line Manager

13.4  Recommended bya colleague

13.5  Capacity4dev.eu

13.6  Other. *Please state source:* ………………………………………………………….

**17. Would you recommend an event like this? YES NO**

**18. What other comments do you have on any aspect of this event?**

**....................................................................................................................................................................................................................................................................................................................................................................................**

**..........................................................................................................................................................................................**

***Thank you for taking the time to complete this sheet. If you would like an individual response to your comments, please provide your name and a contact number/address below***

**Name***.* ……………………………………. **Contact Address/Number:……………………………….**