**Training evaluation sheet**

**Methodological and Knowledge Sharing Support Programme to Enhance Capacities for Quality and Results in EU External Assistance (MKS)**

**Training course feedback form - PARTICIPANT**

Thank you for participating in this learning event and for providing your feedback. Filling this questionnaire will take you no more than 10 minutes. Your information will allow us (the concerned EC-Units, the MKS-programme and its trainers) to continually develop and improve this and other events. This information will be handled in a strictly anonymous and confidential manner.

**Title learning event (training course)**: DRM

**Dates**: 24-26 July 2017

**Trainer 1**: G. Rota-Graziosi

**Trainer 2**:

**General information**

**1. I am … EC staff**  **non-EC staff**

**2. Months in current position: \_\_\_\_\_\_\_\_\_ months**

**3. I am a member of Capacity4Dev: Yes : ☐ No: ☐**

**4. I found out about this learning event through:**

Choose one answer of the following:

**EU Learn**

**Line Manager**

**Recommendation by a colleague**

**Capacity4dev.eu**

**Other. Specify:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. My main objective to participate to this learning event was:**

Choose one answer of the following:

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

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

To help me change job in the Commission

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

Other (specify) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Part I: Assessment of the learning event**

Please, indicate to what extend you disagree or agree with the following statements:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statement** | | | | |
| **Organisation** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 6. The training was well promoted in advance. |  |  |  |  |
| 7. The venue was good. |  |  |  |  |
| **Comments:** | | | | |
| **Learning** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 8. I learned new concepts and practices. |  |  |  |  |
| 9. The learning event helped me to clarify subjects I knew already and to have a better command of the subject. |  |  |  |  |
| 10. My expectations about the learning event were met. |  |  |  |  |
| **Comments:** | | | | |
| **Content** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 11. The objectives were clearly announced. |  |  |  |  |
| 12. The announced objectives were met. |  |  |  |  |
| 13. The topics covered were sufficient. |  |  |  |  |
| **Comments:** | | | | |
| **Approach** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 14. The level of difficulty of the learning event was adequate. |  |  |  |  |
| 15. The length of the learning event was adequate. |  |  |  |  |
| 16. The overall methodology used was appropriate. |  |  |  |  |
| 17. There was a good balance between theory and practice. |  |  |  |  |
| 18. There was a good balance between presentations by the trainer and group/individual work. |  |  |  |  |
| 19. The material (PPT slides, as well as folder, handouts, etc.) provided to the participants was good. |  |  |  |  |
| **Comments:** | | | | |
| **Satisfaction** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 20. The learning event corresponded to my expectations. |  |  |  |  |
| 21. I have sufficient prerequisite training/experience for participating in this training course. |  |  |  |  |
| 22. I would recommend this learning event to others. |  |  |  |  |
| **Comments:** | | | | |

23. I would give this training an **overall score** of … on a total of 10 points. Please tick one possibility:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |

**Part II: Assessment of the trainer(s)**

Please, indicate to what extend you disagree or agree with the following statements. Make sure that your answers correspond to the right trainer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Statement** | | | | |
| **Trainer 1** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 24a. He/she mastered the subject. |  |  |  |  |
| 24b. He/she had good communication skills. |  |  |  |  |
| 24c. He/she interacted well with the group. |  |  |  |  |
| 24d. He/she showed willingness to help and support participants. |  |  |  |  |
| **24e. I would give this trainer a score of … on a maximum of 10 points.**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |  |  |  |  |  |  |  |  |  |  | | | | | |
| **Trainer 2 (if applicable)** | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 25a. He/she mastered the subject. |  |  |  |  |
| 25b. He/she had good communication skills. |  |  |  |  |
| 25c. He/she interacted well with the group. |  |  |  |  |
| 25d. He/she showed willingness to help and support participants. |  |  |  |  |
| **25e. I would give this trainer a score of … on a maximum of 10 points.**   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |  |  |  |  |  |  |  |  |  |  | | | | | |

**Part III: Knowledge sharing**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Strongly disagree** | **Disagree** | **Agree** | **Strongly agree** |
| 26. I would like to **become a member** of communities of practice, knowledge sharing networks, etc. about this subject. |  |  |  |  |
| 27. I would like to share this knowledge **with my colleagues, partners, etc. in face-to-face settings.** |  |  |  |  |
| 28. I would **like to share this knowledge through online/electronic tools** (such as Capacity4dev). |  |  |  |  |

**Other**

**29. What are the main topics/concepts that you consider to be essential/to be remembered from this training course?**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**30. Which other comments would you like to share with us on any aspect of this training course?**

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