

# Appendix B: Meeting Evaluation Template

**Workshop Title**

**Date**

**Location**

Thank you for attending the \_\_\_\_\_ Workshop. We are interested in your feedback about this workshop. Please take a moment to give us your opinion on this evaluation form.

PLEASE COMPLETE BOTH SIDES OF THIS PAGE.

Please indicate the strength of your agreement with each statement below:

	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Not Sure</b>	<b>Agree</b>	<b>Strongly Agree</b>
The workshop was a valuable use of my time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The purpose of the workshop was clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop was the right length of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you disagreed with the above question, was the (meeting) length.....?	<input type="checkbox"/> Too Long		<input type="checkbox"/> Too short		
I feel that my contributions to the discussions will be utilized by leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The format of the workshop was effective for achieving the stated objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate each of the following aspects of the workshop:					
	Very Poor	Poor	Average	Good	Excellent
The workshop location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop facilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**What did you like most about this workshop?**

**What did you like least about this workshop?**

**Other comments:**