

PLEASE RESPOND TO THE QUESTIONS BY CHECKING THE NUMBER BEST DESCRIBING YOUR EVALUATION

PROGRAM: \_\_\_\_\_ DATE: \_\_\_\_\_

| YOUR PROFESSION:                          | VERY<br>SATISFIED | SATISFIED | SOMEWHAT<br>SATISFIED | NOT<br>SATISFIED | NOT<br>APPLICABLE |
|-------------------------------------------|-------------------|-----------|-----------------------|------------------|-------------------|
|                                           | 4                 | 3         | 2                     | 1                | NA                |
| 1. ORGANIZATION                           |                   |           |                       |                  |                   |
| 2. MY PERSONAL LEARNING OBJECTIVE WAS MET |                   |           |                       |                  |                   |
| 3. MEETING ROOM / FACILITIES              |                   |           |                       |                  |                   |
| 4. LIGHTING                               |                   |           |                       |                  |                   |
| 5. ROOM TEMPERATURE                       |                   |           |                       |                  |                   |
| 6. SEATING                                |                   |           |                       |                  |                   |
| 7. REFRESHMENTS / MEALS                   |                   |           |                       |                  |                   |
| 8. PARKING                                |                   |           |                       |                  |                   |
| 9. TIMING AND LENGTH OF BREAKS            |                   |           |                       |                  |                   |
| 10. OVERALL QUALITY OF THE PROGRAM        |                   |           |                       |                  |                   |

COMMENTS: \_\_\_\_\_

**COMMENTS & SUGGESTIONS**

1. WHAT WERE THE STRENGTHS OF THE PROGRAM?

2. WHAT WERE THE WEAKNESSES OF THE PROGRAM?

3. WHAT TOPICS SHOULD BE ADDED?...DELETED?

4. PLEASE INDICATE SUGGESTIONS FOR IMPROVEMENT OF THIS PROGRAM